



CUSHMAN & WAKEFIELD POSITION DESCRIPTION

TITLE: Building Engineer
CITY/Location: The CORE – Downtown Calgary
REPORTS TO: Chief Engineer or Above
DATE PREPARED: March 2025

POSITION SUMMARY:

Under the management of the Chief Engineer, operates and assists in the repair and maintenance of the equipment and building systems towards the objective of peak efficiency resulting in maximum tenant and customer comfort.

KEY RESPONSIBILITIES:

- Follow safe work practices, and implement knowledge of WHMIS and OH&S policies in work activities,
- Assist in the operation and daily inspection of all HVAC, mechanical, electrical, life safety and lifting device equipment to ensure efficient performance. Performs minor repairs and adjustments as needed,
- Assists in the daily tests and maintains records for chemical treatment of all fluid systems.
- Assist in the monitoring of chilled, condenser, steam, and hot water systems, checking pressures and temperature gauges.
- Assist in the monitoring of the central HVAC and building-related systems. Perform routine preventive maintenance and repairs including filter replacements, belt adjustments, minor repairs, boiler inspections, cooling tower cleaning, etc.,
- Monitor the Building Automation System for operating trends and revision to set points and operating schedules,
- Assist with the maintenance and control of wet and dry sprinkler systems. Co-ordinate with the Security Department, monitoring company and contractors in draining and refilling sprinkler systems as required,
- Test run and log emergency generator and fire pumps as per schedule,
- Assist in coordinating access for 3rd party service providers, and shut down of building systems to accommodate installation of tenant improvements and modifications to building systems, mechanical rounds and inspect equipment to ensure that it is operating within correct parameters,
- Troubleshoot mechanical equipment and unscheduled repairs,
- Perform and coordinate unscheduled tenant calls including plumbing emergencies, minor equipment malfunctions, hot/cold calls, electrical and repairs, and minor structural repairs; co-ordinate same with the tenant to ensure proper repair is being completed with a customer service focus, on a timely fashion,
- Assist in the seasonal shutdown/startup of heating systems, chillers and cooling towers.
- Assist in the winterizing of all common area air-handling units including draining and anti-freeze treatment,
- Assist in the cleaning of return air grills for air-handling units,
- Maintain an accurate log of daily activities while on shift,
- Assist with the monthly recording of utility check meter readings, with an understanding of consumption data, and reporting anomalies in consumption trends,
- Organize and maintain operations storage and shop areas,

- Be available for scheduled on-call, weekend duties and emergency call-out response and assistance,
- Respond to after-hours emergencies and contact secondary help in a timely manner.
- Communicate all emergencies to the security desk and supervisor ASAP.
- Understanding of budgets, variance reporting, forecasting, future year budgeting, and issuance of purchase orders,
- Other duties as assigned by the Chief Engineer.

SPECIFIC SECONDARY RESPONSIBILITIES

- Performs minor repairs incl. electrical, plumbing, door repairs, furniture etc.
- Works with contractors to ensure reliability.
- Organize and maintain operations storage and workshop area.
- Perform all minor tasks as requested by the Chief Engineer or Above, which directly and indirectly affects the operations of the property.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- Hold a valid ABSA 4th Class Operator's certificate, or equivalent and a minimum of 5 years of directly related commercial retail and high-rise tower experience,
- Mechanically inclined with the ability to operate, perform Preventative Maintenance on and troubleshoot if reactive maintenance is required including HVAC, electrical, fire alarm panels, Sprinkler systems, Emergency power generators, plumbing, etc. and understand specifications and related system drawings,
- Familiar with Building Automation Systems (Metasys, Siemens, Ainsworth Controls)
- Familiar with automated preventative maintenance programs through Angus System and has basic keyboarding skills.
- Familiar with Provincial Health & Safety Legislation (i.e. WHMIS, Occupational H&S Act).
- Physically fit enabling reasonable lifting, pushing, pulling, climbing, walking,
- Ability to work independently on assigned tasks and with other team members for tasks requiring more than 1 person,
- Ability to prioritize and organize workload,
- Good interpersonal and communication skills dealing with tenants, team members, service contractors and suppliers,
- Ability to work a 40-hour week;
- Must be bondable and able to present a clean criminal clearance check,
- Fluent in English

KEY COMPETENCIES

- Communication Proficiency (oral and written)
- Interpersonal Skills
- Organizational Skills
- Technical Proficiency
- Leadership

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Continuously lift and move heavy objects 50 pounds or more.
- Work in small cramped areas such as ceiling spaces.
- Work in a variety of weather conditions with exposure to outdoor elements.
- Work at heights greater than 10 feet, on ladders and lifts,
- Climb ladders and stairs daily to reach work areas.
- Perform building inspections and identify deficiencies, repair within skill set,
- Environmental demands require exposure to fumes, odours, dust, gases, and solvents,
- Ability to work in confined and low headroom space,

- Ability to work independently or within a team

AAP/EEO STATEMENT

C&W provides equal employment opportunity to all individuals regardless of their race, colour, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed and employees during employment are treated without regard to any of these characteristics. Discrimination of any type will not be tolerated.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Please send a copy of your resume and cover letter to: Michael Cole, General Manager, at mike.cole@cushwake.com