



JOB OPPORTUNITY

January 31, 2012

TIFF, a vibrant not-for-profit arts organization, is hiring for the full-time position of:

Senior Building Operator

This will be an exciting year for TIFF as we present unique programming in our new home and the world's premiere centre for film, TIFF Bell Lightbox. We are seeking a highly motivated individual who wants to be part of a new era in Toronto's cultural history.

The Senior Building Operator, reporting to the Building Operations Manager, will be part of the Facilities team and will be responsible for assisting with operations and building maintenance at TIFF Bell Lightbox.

Responsibilities:

- Carry out operations and preventive maintenance as per schedule of plant equipment i.e. HVAC, Plumbing, Mechanical, Electrical, and Life Safety Systems
- Ensure work area is safe
- Conduct and maintain "Chemical Water Treatment" of the Heating and Cooling Systems and maintain logs & inventory
- Oversee the landscaping and snow removal, and all backflow devices within the complex
- Maintain lighting throughout the building and ensure appropriate inventory
- Attend to tenant and management work order requests
- Participant of the Building Emergency Response Team
- Able to work extended hours including evenings, early mornings, weekends and on-call
- Assist with events set up, shipping and receiving coverage and all other duties assigned

Start Date: March 5, 2012

Minimum Requirements:

- **Strong people skills.** A team player with proven supervisory skills and the ability to build relationships at all levels of an organization
- **Strong communication skills.** Demonstrated in written and verbal reports, presentations, and meeting facilitation
- **Responsiveness.** Ability to anticipate needs and commit to respond in agreed time frames
- **Innovator.** Proven ability to identify, evaluate and develop new ideas and support with results
- **Deliver on commitments.** Ability to set clear objectives and deliverable goals
- Adaptable to a flexible work schedule including evenings, early mornings and weekends



- 3-5 years building maintenance experience, preferably in a commercial/office property management environment
- Previous supervisory responsibilities
- BES or equivalent
- Experience in Preventive Maintenance and Energy Management Programs
- Proficient in Microsoft Excel and Word
- Maintain a valid driver's license
- Proficient in Johnson Controls Metasys System a plus

Please submit cover letter, resumé and the names and phone numbers of 3 references by 5pm on **February 6, 2012 BY EMAIL ONLY** to the attention of Hiring Committee: **SENIOR BUILDING OPERATOR**

TIFF Email: humanresources@tiff.net ***Please note the position in the subject line***

Please note in your cover letter where you saw this job posting.

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted. **No telephone or walk-in inquiries please.** All applications are considered confidential.

TIFF is an equal opportunity employer.

TIFF is a charitable, not-for-profit cultural organization whose mission is to transform the way people see the world. Its vision is to lead the world in creative and cultural discovery through the moving image.