



## Manager Building Maintenance - Calgary

Canadian Pacific is a transcontinental railway in Canada and the United States with direct links to major ports on the west and east coasts, providing North American customers a competitive rail service with access to key markets in every corner of the globe. CP is growing with its customers, offering a suite of freight transportation services, logistics solutions and supply chain expertise. Visit [cpr.ca](http://cpr.ca) to see the rail advantages of CP.

### **PURPOSE OF THE POSITION:**

The Manager Building Maintenance position will be responsible for performing preventative and corrective maintenance of the mechanical and electrical systems for all buildings and yard at E.H.H Campus. The Manager will also be responsible for addressing service requests, emergency response, inspections of electrical/mechanical systems and other duties as assigned by the Facility Management team. The successful candidate(s) will be responsible for performing these tasks in compliance with established processes and practices and compliance to applicable codes.

### **POSITION ACCOUNTABILITIES:**

- Under general supervision, performs the planning, installation, maintenance, and repair of the heating, ventilation, and air conditioning systems;
- Performs routine inspections of piping systems, valves, and related equipment;
- Operates, monitors and maintains utilities, including HVAC (heating, ventilation and air conditioning) setup, maintenance and balancing, purified water and process equipment;
- Maintains, troubleshoots and repairs facilities mechanical components and electrical equipment and systems in accordance with SOPs (standard operating procedures), internal requirements, manufacturer's specifications and safety policies;
- Monitors assigned facility by conducting facility walkthroughs, mechanical and electrical equipment and system monitoring and inspection;
- Develops, maintains and secures a spare parts inventory of basic maintenance hand and power tools;
- Recommends purchase of maintenance tools, equipment and supplies as required to streamline processes and increase efficiency;
- Assists engineers in developing methods and procedures to control or improve facilities processes;
- Work with Facilities management team to maintain and update Facilities Emergency Response procedures;
- Assist in administrative duties and scheduling as directed by Facilities Management team;
- Maintain facility inspection, forms, reports and checklists;
- Responsible for addressing emergency and H&S requests pertaining to facility operations;
- Develop and Maintain monthly, quarterly and annual inspection records and assist in scheduling them;
- Assists in enhancing tenant and customer satisfaction and maintaining positive relations through manner in which work is performed and services delivered;
- Ability to multi-task and work with shifting priorities;
- Other duties as assigned.

**POSITION REQUIREMENTS - Please include copy of your certifications with your resume submission.**

- A minimum of 3 years of experience as a Building Operator with an emphasis on operations and maintenance of heating plants and HVAC systems;
- Grade 12 with 5th Class Power Engineering certification, or post-secondary education in a related mechanical, construction, electrical, or building operations field;
- Journeyman Certification for Refrigeration and Air Conditioning;
- Possession of 4th Class Power Engineering Certificate recognized by ABSA is an asset;
- Minimum 1 - 2 year experience in facility operations and maintenance;
- Ability to make decisions using independent judgement in a fast paced environment;
- Other Relevant facility management certifications or other education would be an asset;
- Effective, written and oral communication skills;
- Must be able and willing to work shifts, be available for on-call/standby and emergency call-outs as they arise;
- Must be willing to wear personal protective equipment;
- Proficiency in both English and French is an asset.

**ADDITIONAL INFORMATION:**

As an employer with national presence, the possibility does exist that the location of your position may be changed based on organizational requirements.

**Background Investigation:**

The successful candidate will need to successfully complete the following clearances:

- Criminal history check
- Reference check

**Management Conductor Program:**

Becoming a qualified conductor or locomotive engineer is the single best way for a management employee to learn the business at CP. You may be required to obtain a certification or to maintain your current certification/qualification as a conductor or locomotive engineer.

**Please note that only those applicants that apply online at [www.cpr.ca/en/careers/](http://www.cpr.ca/en/careers/) to requisition number 71825 by July 1, 2018 will be considered for this position.**

**Benefits:** Flexible and competitive benefits package; Competitive company pension plan; Employee Share Purchase Plan; Performance Incentive Program; Annual Fitness Subsidy.

**CP is an equal opportunity employer committed to the principles of employment equity and inclusion. We welcome applications from all qualified individuals. All applicant information will be managed in accordance with the federal Personal Information Protection and Electronic Documents Act ("PIPEDA").**