



# Building Operator

Canada's National Ballet School is currently inviting applications for the **full-time, permanent** position of Building Operator.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has 300+ employees supporting programs ranging from professional ballet training, community engagement, and ground-breaking health initiatives.

We are looking for a dynamic individual to join our Facilities team, with the talent, innovative-thinking and passion to help NBS continue to share the transformative power of dance with people of all ages, abilities, and aspirations. As an organization, NBS is continually evolving and we are looking for a professional with unique, new ideas to complement the School's collaborative work culture.

Reporting to the Director, Facilities, the Building Operator is responsible for operating and maintaining the School's HVAC, building automation, life safety, fire, water and sanitary maintenance systems. This position ensures that NBS provides a safe, comfortable, accessible and clean environment for its students, employees, guests and activities.

## Major Duties and Responsibilities

- In conjunction with the Director, Facilities, design, implement and modify preventative maintenance programs by reviewing manufacturer guidelines, maintenance reports, conformance with operational standards, and by scheduling contractors
- Perform preventative and routine maintenance of the building systems listed below:
  - HVAC system
  - building automation system
  - fire and life safety system
  - water treatment system
  - sanitary and storm sewer system
- Perform scheduled back-up generator tests by following instructions and schedules and maintaining records of results
- Ensure that all systems are operated and maintained in a manner that meets all codes, regulations, and legal requirements
- Assist and liaise with mechanical, control and water treatment contract technicians by providing necessary information
- Advise on the design and implementation of energy management strategies
- Maintain all mechanical rooms in a clean and tidy condition by following good housekeeping practices
- Comply with all health and safety requirements
- Perform other duties as required to achieve the objectives of the Facilities Department

## Qualifications/Skills/Experience

- Minimum 8 years of experience in maintenance and operation of building environmental systems, with several years of progressive responsibility
- Building Environmental Systems (BES) I (or technical equivalent) is an asset
- Understanding of current energy management strategies

- Sound knowledge of relevant health and safety regulations and procedures
- Effective budget management and purchasing skills
- Ability to effectively manage projects related to the department
- Knowledge and ability to safely operate power tools
- Ability to work in varied environments and flexibility to deal with changing priorities
- Strong analytical and problem-solving skills
- Strong computer skills (Word, Excel, Outlook)
- Excellent written and oral communication skills and ability to work effectively with people at all levels within the organization
- Strong attention to detail and a desire for continuous improvement

**Join our team today!** Please email your resume and cover letter **with salary expectations**, to [careers@nbs-enb.ca](mailto:careers@nbs-enb.ca) and indicate **“Building Operator 2023”** in the subject line.

## About NBS

NBS is the largest dance training organization in Canada. At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. For 60+ years, NBS has been Canada’s leader for Olympic-calibre ballet training, with a track record for driving systemic, progressive change; evolving dance education significantly over time. Our pursuit of dynamic inclusion constantly reveals the life-changing impact of the power of dance. This is what drives our commitment to making dance a part of all Canadians’ lives. NBS continues its focus on excellence in ballet training, while leveraging its artistic core to expand NBS’ program offerings to engage more people than ever before.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

NBS is committed to the goal of being an equity-informed school. We invest heavily in work and practices that foster positive change internally while driving a progressive evolution in the wider sector. We recognize our responsibility as Canada’s largest arts training organization and one of its oldest, to address anti-Black racism, reconciliation with Indigenous peoples and systemic oppression in Canadian society. Building an inclusive sense of belonging at NBS for every dancer and employee is the School’s primary imperative.

At NBS, we can offer you the chance to build a rewarding and fulfilling career. This is a place where you can realize and achieve your professional goals within a supportive and respectful environment.

Collaborating with talented artists and colleagues on deeply satisfying and rewarding work, every employee has the opportunity to make a profound impact on our organization and on society.

At NBS we are committed to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

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**NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.**

We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.