

Job Posting

Title: Live - in Assistant Superintendent

Company: CaraCo Property Management

Location: Kingston, Ontario

Status: Part Time

We are currently seeking a Part-Time Superintendent to work at two of our properties.

This position would require you to live on-site and work every other weekend and one evening a week, as well as covering the full-time Superintendents vacation (2weeks)

KEY RESPONSIBILITIES

Cleaning

- Ensure cleanliness of building.
- Maintain grounds in a tidy condition.
- Maintain exterior walkways in safe condition during winter months (shovelling entrances and sidewalks)
- Ensure proper garbage and recycling removal according to building guidelines.
- Prepare apartment for new residents.

Resident Relations

- Address residents' concerns effectively and promptly
- Maintain excellent relations with residents.
- Take steps toward retaining residents and reducing turnover.

Maintenance

- Facilitate work orders and perform minor maintenance.
- Book pre-maintenance inspections with office and resident.
- Perform monthly fire alarm tests.
- Perform daily, weekly, monthly, and bi-monthly fire systems, and maintain the safety inspection logbook.

Administrative

- Monitor activity throughout the building, ensuring residents and guests adhere to CJM's policies.
- Serve correspondence to residents.
- Manage the parking lot and second car requests.
- Order cleaning supplies through the office

Safety

- Always ensure residents' security
- Respond appropriately and professionally to events and/or issues that occur at their worksite.
- Maintain fire safety logs and winter logs.
- Deal with police and fire marshal
- Maintain corporate and resident confidentiality.
- Key Control (ensuring keys are properly distributed to residents, but also keeping track of building keys, which maintains building safety and security)
- Learn, understand and practice CJM's standard operating policies and procedures.
- Familiar with the Human Rights Code, as it relates to housing and the duty to accommodate.

Education and Experience

- Minimum one-year related experience in a similar building superintendent role
- Six months' related experience working in sanitation/cleaning role.
- Knowledge of commercial, industrial, and/or residential cleaning procedures
- Minimum high school diploma or equivalent education

If you are interested in this opportunity, please forward your resume to employment@caraco.ca

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.

CaraCo is an equal opportunity employer.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.