

CJM PROPERTY MANAGEMENT | CAREER OPPORTUNITY

Job Title **Assistant Building Superintendent**
 Department Property Management
 Reports To Property Manager

Job Title:	Assistant Superintendent
Position Type:	Part-Time
Compensation:	<p>We are currently seeking a Part-Time Superintendent to work at two of our properties:</p> <ul style="list-style-type: none"> • This position would require you to live on-site or close by, and work every other weekend and one evening a week • As well as covering the full-time Superintendents vacation (2 weeks) • Compensation is ½ off rent of an apartment, or equivalent
Start Date:	September 2019
Location:	840 & 828 Sutton Mills Court
Other:	<ul style="list-style-type: none"> • Clean criminal records check • Satisfactory credit check and/or landlord reference check • Opportunity to work another part-time job during off hours

Any applicants are required to email their **resume** to:
employment@caraco.ca

Purpose

Under the Property Manager’s direction:

- to maintain the building and grounds in a tidy and safe condition
- to attend to residents’ concerns and security
- to carry out various administrative duties and paperwork

Key Responsibilities/Duties

Cleaning

- Ensure cleanliness of building
- Maintain grounds in a tidy condition

- Maintain exterior walkways in safe condition during winter months
- 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 log book

Leasing

- Show vacant apartments to prospective residents
- Give applications to prospective residents
- Coordinate lease signings

Administrative

- Collect rents, letters and notices from residents
- 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
- Carry out various administrative duties/paperwork
- Order cleaning supplies through the office

Safety

- Ensure residents' security at all times
- 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)

Laws. Health and Safety Standards, Codes, Policies and Procedures

- Learn, understand and practice CJM's standard operating policies and procedures
- Work in compliance with the Occupational Health and Safety Act and regulations and CJM's health and safety policies
- Report unsafe acts, hazardous or unhealthy conditions to management
- Ensure that unsafe conditions are corrected in a timely manner
- Use personal protective equipment protective devices or clothing required by the Employer.
- Familiar with the Human Rights Code, as it relates to housing and the duty to accommodate

Behavioural Competencies

- Client services oriented
- Interpersonal skills
- Communication skills
- Attention to details

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

Other Requirements

- Employment is conditional on a clean criminal records check
- Employment is conditional on a satisfactory credit check
- Must be respectful of CJM tools and equipment

Core Values

In order to achieve success, the CJM team must embrace its core principles and values:

- We do the right thing
- We are accountable
- We treat everyone with respect
- We are committed to success

Working Conditions

- Some exposure to environmental conditions and exposure to seasonal weather, dirt, noise, heat, and cold
- Lifting, carrying, pulling and pushing items, stretching, and reaching above one's head
- Handling job related chemicals, solutions, and product

Key Performance Indicators/Performance Metrics

- No complaints from residents about the building superintendent
- Building is clean at all times
- Building is clean, when randomly inspected
- Grounds are tidy, when randomly inspected
- Exterior walkways are in safe condition and free of accumulated ice and snow
- Garbage and recycling have not accumulated
- Work orders completed within two business days of receiving request
- Rents collected on the first of each month
- Fire safety logs and snow logs are well maintained