

Superintendent

Employer: Waterfront Condominiums
Posted: 1 months ago
ES Job ID: 15388
Sector(s): General Labour, Skilled Trades

Closing Date: April 08, 2024
Location: Sault Ste. Marie
Duration: N/A

Job Description:

ALGOMA CONDOMINIUM CORPORATION #7 EDGEWATER
99 Pine Street, Sault Ste. Marie, ON

The Superintendent plays a key role in the successful operation of a multi-unit condominium. The role is responsible for the physical maintenance and safety of the building and surrounding property and its occupants. The primary functions require the Superintendent to have a service-oriented approach, excellent communication skills, and flexible hours including on-call requirements.

DUTIES:

- Take responsibility for letting tradesmen into units with occupant's permission unless an emergency. May also be accompanied by management or a director.
- Monitor moving staff, ensuring they use the service entrance when new tenants are moving into the building.
- Put pad and carpet in elevator for tenants moving in/out and deliveries and promptly report any damage to Management or Board.
- Keep a record of people moving in or out.
- Call contractors as needed and approved by Management.
- Book Social Room and keep a record. Collect deposit to refund cheque of \$50.00 and return upon satisfactory inspection.
- Complete a daily walk through to check condition of building in compliance with Ontario Fire Code.
- Be on call 24 hours during the week for emergencies. (i.e., leaks, elevators, sewer backup, ambulance, etc.)

DAILY DUTIES:

- Clean windows in lobby and South entrance.
- Open fire doors by lobby by 6 am and close by 10 pm.
- Remove garbage from each floor Utility Room and replace garbage bags 2 times daily or when requested if there is an overflow.
- Vacuum and mop ground and first floors including elevator.
- Dust pictures and furniture.
- Clean washers and dryers in Laundry Room and mop the floor and empty garbage.
- Change names/numbers on intercom as needed.
- Answer phone calls and respond to complaints in a courteous respectful manner.

WEEKLY DUTIES:

- Vacuum and deodorize all floors, Utility Rooms and clean stairwells, elevator tracks, and elevator floors. Wipe down elevator walls and door.
- Check fans on roof.
- Start back up pump.

- Set out recycle bins, clean, and return to garage.
- Clean fire doors on all floors.
- Clean all hall registers.
- Check all lights and replace as needed.
- In November, put up Christmas decorations and take them down in January.
- Keep daily maintenance log, oil circulators and minor repairs.
- Maintain a daily logbook.
- Other duties as assigned.

SEASONAL DUTIES

Summer

- Bring out patio furniture, clean and return in the fall.
- Put hoses out, cut, and trim grass, water flowers, etc.
- Maintain tractor, plan to install mower deck to tractor, and ensure blades are sharpened.
- Sweep and or blow walkways, and do minor repairs as needed.

Winter

- Remove mower and install snowblower and cab on tractor, check oil and grease snowblower.
- Apply sand/salt to steps and grounds as needed.
- Keep walkways, steps, and ramps clear of ice and snow.

Required Skills:

- Minimum high school education or equivalent.
- Minimum two years of relevant work experience.
- A passion for providing exceptional customer service delivery.
- Attention to detail.
- Ability to safely use and maintain tools for the job.
- Knowledge of mechanical and HVAC systems.
- Basic computer skills.
- Excellent communication skills (listening, verbal and written).
- Certified tickets are not required but an asset.
- CPIC required.

How to Apply:

Please email Resume to info@propertyone.ca