



POSITION: Superintendent

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The superintendent is responsible for the supervision of a certain portion of the personnel as well as the management of maintenance and renovation, assuring that all work is done within the delays authorized and that the repairs in the apartments are completed for the new tenants' arrivals. The superintendent effects minor plumbing, heating, electrical and air-conditioning repairs and is also responsible for the maintenance of the exterior property, i.e. snow removal etc. as well as maintaining the common areas and the garage. The superintendent could also be called upon to repair small electrical appliances and maintain the compressors, pumps and ventilation system's motors. Depending upon the property, the superintendent could also be in charge of collecting rental payments and making deposits, equally effecting any office work necessary for the proper operation of the property in accordance with the procedures of the management. The superintendent offers the highest quality of service to the tenants at all times.

QUALIFICATIONS REQUIRED

- ✓ 3 to 5 years experience in property maintenance
- ✓ Good knowledge of plumbing, carpentry and electricity
- ✓ General knowledge of mechanics
- ✓ Client oriented
- ✓ Tolerant to stress
- ✓ Organized
- ✓ Knowledge of installation of ceramic, an asset
- ✓ Experience in management of personnel, an asset

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.
Only applicants selected shall be contacted.