

**CONDOMINIUM BUILDING SUPERINTENDENT  
JOB DESCRIPTION**

***General:***

**Education:** High school graduate

**Credentials (certificates, licences, memberships, courses, etc.):** Preference to those with first aid certificate, WHMIS certificate, valid driver's license and vehicle, journey person certificate in one or more trades, etc.

**Experience:** 5 years minimum

**Languages:** Fluently speak, read, and write English. Knowledge of French is an asset

**Work Setting:** Condominium complex

**Security and Safety:** Criminal record check

**Work Conditions and Physical Capabilities:** Work under pressure; repetitive tasks; handling heavy loads; physically demanding; combination of sitting, standing, walking, bending, crouching, and kneeling; managing multiple assignments and requests

**Weight Handling:** Lifting up to 23 kg (50 lbs); moving garbage containers, heavy furniture, equipment, and supplies

**Work Location Information:** Staff accommodation provided

**Hours of Work:** on duty from 8:00 a.m. to 4:30 p.m., 5 days a week; will be required to work shifts and be on call at specified times; overtime may be required when equipment malfunctions; shifts and scheduling are subject to change.

***Knowledge:***

- Fully conversant with condominium building maintenance practices and related mechanical systems maintenance requirements
- Fully conversant with all emergency procedures required in the event of fire, flood, bomb threats, and medical emergencies
- Thorough knowledge of the location and operation of all water, gas, sewer, and electrical valves and switches in the building and fully conversant with all means of isolation of these systems
- Fully conversant with operation of emergency generator and fire pumps and capable of operating these systems
- Fully conversant with the Condominium Declaration, By-Laws, and Rules

***Essential Skills:***

- Working with minimal supervision within clear rules and guidelines
- Self-motivated and proactive; should identify and remediate building maintenance needs as appropriate
- Job task planning and organizing
- Ability to respond quickly and appropriately in emergency situations
- Mechanical aptitude and skills

- Reading text, Document use, Numeracy, Writing, Oral communication
- Working with others, interpersonal skills
- Problem-solving, decision-making, and critical thinking
- Finding information
- Continuous learning
- Significant use of memory
- Supervisory skills

***Main Duties:***

The Building Superintendent lives on-site at 3580 Rivergate Way as an employee of OCSCC #769. Under the direction of the Property Manager and in accordance with policies and practices established by the Board of Directors, s/he is responsible for all facets of the operation, maintenance and cleanliness of the building and exterior grounds. S/he works cooperatively with the Building Superintendent of neighbouring OCSCC #667, particularly on matters relating to the extensive “shared facilities”.

The major duties and responsibilities to be performed include, but are not limited to:

- Maintain appropriate logs and maintenance records as required
- Report problems and recommend changes to improve efficiency, reduce operating costs, or comply with environmental, building, and safety codes
- Monitor access to restricted areas such as the roof and telecommunications equipment and ensure they are kept safe, clean, functional and accessible
- Monitor all building maintenance contractors, such as elevator services, alarm systems, building cleaners, garage cleaners, window washers, garbage disposal and, where practical, ensure acceptable quality of the work & report to the Property Manager
- In cooperation with RG1 Building Superintendent, monitor all shared facilities contractors, including snow removal, landscaping, lawn sprinkler system, pool operation and maintenance, and where practical, ensure acceptable quality of the work
- Maintain a vigilant assessment of the competency of contractors and suppliers and advise the Board of Directors and Property Manager of any possible inadequacies or lack of performance, noting deficiencies in writing
- Maintain an inventory of supplies and equipment and make recommendations regarding the purchase of new equipment
- Issue reports to the Property Manager as required on all building problems so that they are attended to in a timely manner
- Enforce condominium rules and regulations in a reasonable and proper manner as instructed by the Property Manager or the Board of Directors
- Sidewalks, entrance ways and exits should be inspected daily for security and cleanliness
- Monitor weeding and the irrigation system; report any problems to the Property Manager
- Clear snow and sand from all building entrances and the walkway surrounding the building during the winter months in a timely fashion as necessary
- Put down ice melter as required if snow contractor not on site and front entrance is icy

- Ensure upkeep to grounds and daily inspections of building, grounds, etc., for pristine curb appeal with daily litter and paper pick-up on condominium grounds
- Routinely inspect interior and exterior spaces and equipment
- Organize and conduct fire alarm tests
- Installing and removing move-in pads in the elevators for approved reservations or as required
- Ensure adequate lighting by checking and replacing light bulbs in all corridors, elevators and other areas on a daily basis, checking and adjusting timers seasonally, and maintaining and controlling a stock of light bulbs and an inventory of building supplies
- On a regular basis, move waste and recyclable containers from the building interior to exterior for scheduled pick up and return following pick up
- Power wash inside /out of garbage bin weekly, immediately after collection

Other ongoing common elements responsibilities include:

- Troubleshoot and perform minor repairs on heating, cooling, and ventilation systems
- Troubleshoot and perform minor repairs on plumbing systems
- Troubleshoot and perform minor repairs on electrical systems
- Troubleshoot and perform minor repairs on appliances
- Move heavy furniture, equipment, and supplies
- Repair drywall
- Perform routine maintenance jobs
- Perform carpentry work; interior and exterior painting
- Perform approved service requests as required in building units

### ***Emergencies:***

- Respond to/assist and notify management in case of emergencies such as floods, power failures, fires, etc.
- Respond to security concerns by asking unauthorized persons to leave the premises and/or call police

### ***Mechanical:***

Equipment to be tested includes:

- Overhead garage door opener – weekly
- Emergency elevator buttons – weekly
- Surveillance equipment – weekly
- Fire alarm panel – monthly

Other:

- Perform minor routine maintenance on all equipment, based on manufacturers' recommendations and operating manuals, including maintenance to heat pumps within the units, replacement of air filters within the units and throughout the common areas, minor adjustments to equipment, routine greasing and touch-up painting, and on other equipment as required and appropriate
- Allow trades personnel access to building as required to accommodate both regular maintenance and emergency work, such as fire inspections, etc., while staying with the contractors and inspecting their work

- Inspect and maintain cleanliness of rooftop mechanical rooms
- Inspect and clean Telephone/Cable/Transformer rooms – monthly
- Other tasks as requested by the Property Manager from time to time

***Specific Maintenance Activities:***

In designated areas (e.g., mechanical and all maintenance area rooms) sweep, mop, scrub and wax floors, remove scraps, dirt, heavy debris and other refuse, empty waste containers, wash windows, interior walls and ceilings, clean and disinfect, move equipment and supplies, paint, perform routine maintenance jobs and repairs, keep all equipment dust and dirt free, protect and clean sensitive computer equipment.

***Equipment Operated/Used:***

Industrial vacuum cleaners/power sweepers, carpet cleaning machines, polishing machines, waxing machines, steam cleaners, power tools, power lawn mowers, security systems, small tractors (lawn/snow removal attachments), snow blowers, swimming pool maintenance and cleaning equipment, upholstery cleaning equipment, hand lift, and other as required.