

CORNBEC PROPERTIES

Maintenance Superintendent

Job Overview:

We are seeking a skilled and experienced Building Superintendent to oversee the maintenance and operation of a 8 story building with 111 units in Cornwall. The Building Superintendent will be responsible for ensuring the proper functioning of all mechanical systems, follow up on tenant requests, carry out needed repairs, supervise hired contractors, and manage various projects related to building maintenance.

General Responsibilities include but are not limited to:

- Perform regular inspections of the building to identify maintenance needs and address the issues as needed
- Respond to tenant maintenance requests in a timely and efficient manner.
- Perform minor repairs in apartments and common areas
- Contact and supervise tradesman
- Keep an updated log of tenant requests
- Take out garbage containers and recycling bins weekly
- Cut and fold cardboard
- Replace light bulbs and Fluorescent tubes
- Maintain inventory of repair equipment and supplies
- Shop for supplies
- Prepare empty units
- Perform minor plumbing and electrical repairs
- General repairs, plastering, drywall, painting, caulking and other repairs as needed
- Landscaping maintenance and grounds keeping
- Snow removal & salting
- Assist in yearly fire inspection
- Yearly garage cleaning

Skills:

- Attention to detail and autonomy
- Maintain a clean work environment
- Ability to prioritize tasks and manage time effectively
- Excellent communication and customer service
- Excellent oral and written skills in English

Requirements:

- Own a vehicle and have a valid driver's license
- Ability to live on site and respond to emergencies outside of working hours
- Previous experience in building maintenance
- Knowledge of basic repair and maintenance techniques
- Ability to use power tools effectively
- Ability to lift heavy objects
- Basic knowledge of plumbing and electrical

Job Type:

Permanent: Full Time

Salary:

To be discussed

Note:

If you possess the necessary skills and experience for this role, we invite you to apply by submitting your resume. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

You may apply by sending your resume to eintea@biz.videotron.ca or

Call 514-830-0664 for more details.