



Position: Maintenance Coordinator

Start date: Immediate

Probation period: six (6) months

Salary: To be discussed.

Vacation: Fifteen (15) days of paid annual holiday, and five (5) days of wellness leave per year.

Group Insurance: Medical Insurance plan.

Cell phone

Description:

- Overseeing the employees in Maintenance, Housekeeping & Laundry, external contractors, etc.
- Perform various work related to the upkeep and maintenance of the building.
 - This will include, among other things, painting, plastering, ceramic installation, carpentry work, changing light switches, plugs, breakers, faucets, drainpipes, and other construction repairs.
- Be required to move furniture or lift heavy loads of up to 50 lbs.
- Ensures the management of waste and recycling in the residence.
- Be able to lift loads or drive an all-terrain vehicle or tractor.
- Specifically, the responsibilities are, but not limited to:
 - Carry out various renovations and minor repairs to residents' apartments and common areas of the residence;
 - Ensure that vacant apartments are clean and that all electrical plugs and switches are functional and in excellent condition before the next rental.
 - Analyze the work to be done, determine the necessary equipment to order/purchase and organize its tasks to meet deadlines;
 - Notify your manager of items and materials to be ordered.
 - Perform preventive maintenance of the residence's heating, air conditioning and ventilation equipment;
 - Respond to emergencies and calls for services;
 - Clear hallways and access doors of any items that may be cumbersome or affect residents' safety.
 - At all times, respect occupational health and safety rules;
 - Keep parking spaces, grounds and flower beds clean (in conjunction with the outside contractor)
 - In winter, clear snow and salt the sidewalks of the entrances (in conjunction with the outside contractor)



- In summer, ensure the lawn and flowers are maintained (in conjunction with the outside contractor)
- At all times, respect safety rules, intervene or inform your manager if elements seem to contravene WHMIS standards;
- Perform any other duties related to his/her duties and at the request of his/her immediate supervisor.

TO APPLY: Please go to the form on the careers page and select this position to apply directly. We look forward to hearing from you!