



Victoria Park Community Homes is the oldest and largest private non-profit housing corporations in the province of Ontario. Our portfolio has grown to more than 2,650 apartments, townhouses, and single family homes located in Hamilton and neighbouring communities.

We have an immediate opening for a:

## **LIVE-IN BUILDING SUPERINTENDENT TEAM (2-person team)**

*This is a permanent, full-time position in a high-rise apartment building in Hamilton, Ontario. The incumbents are required to live on-site and participate in an emergency after-hours on-call rotation. This position reports to the Building Manager.*

### **Compensation**

- Starting salary: \$37,793 each, per year
- 2 bedroom unit (taxable benefit)
- 3 weeks' annual vacation to start
- Personal Leave with Pay
- Group health insurance plan; pension plan; professional training and development opportunities

### **Key Functions and Duties**

- Service various notices and correspondence.
- Cleaning common areas of the building.
- Complete tenant maintenance request items, as required.
- Conduct site inspections, identify deficiencies, and implement corrective action.
- Schedule, assign, and conduct preventative and ongoing maintenance.
- Complete maintenance in vacant units; make ready for new residents.
- Determine maintenance supplies and equipment needs for the operations of the building and grounds.
- Assist with conducting monthly fire alarm testing.
- Be on-call and readily available in the case of an emergency between the hours of 4:30 p.m. and 8:00 a.m. and weekends as part of an on-call rotation schedule.
- Arrange and schedule work according to priorities determined by the Manager.
- Perform other related duties as described in the position's Job Summary.

### **Skills and Qualifications**

- Be able to work with limited supervision and be highly organized.
- Possesses good communication skills and good interpersonal skills. Have the ability to work

closely with management, subordinates and outside contractors/suppliers.

- Be familiar with the operation of high-pressure hot water heating and domestic water systems.
- Be knowledgeable about the Residential Tenancies Act and the Ontario Rental Housing Tribunal procedure as well as the Housing Services Act.
- Be able to work accurately with a large volume of various record keeping and reporting forms and follow corporate procedures.
- Grade 10 or equivalent with special emphasis on Multi-Residential Building Maintenance.
- 3-5 years related experience and general maintenance.
- Be certified by a recognized authority to administer Emergency First Aid and CPR.
- Be bondable and prepared to execute the "Bondability Affidavit".
- Successful candidate will be subject to a satisfactory police background check at candidate's expense.
- Possess a valid Class G Driver's License and have daily access to a reliable vehicle.
- One parking space is provided (taxable benefit).
- Required to wear personal protective equipment.
- Required to attend meetings and education seminars from time to time.

*This position is open only to those legally entitled to work for any employer in Canada.*

**Interested and qualified applicants can submit their resumes with cover letter by:**

***Tuesday, July 16, 2019 at 4:30 p.m.*** to:

Victoria Park Community Homes  
155 Queen Street North, Hamilton, ON L8R 2V6  
ATTN: Human Resources

By email: [Recruiter@vpch.com](mailto:Recruiter@vpch.com) or fax: 905-667-0354

*Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance if accommodation is required.*

*We thank all applicants for their interest in employment opportunities with Victoria Park Community Homes. Please note that only those selected for an interview will be contacted.*

*No phone calls or placement agencies, thank you.*