



15 King Street Weston, ON M 9 N 3 X 1
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Central King Seniors Residence is a private non-profit housing corporation with the mandate of providing quality, affordable, rental housing for seniors, allowing them to enjoy an active life within the community. The corporation is seeking a motivated, energetic, detail-oriented and hard-working person to fill a vacancy on their staff team.

Position: **LIVE IN – SUPERINTENDENT**
For 12 storey, 119-unit Seniors Non-profit Apartment Building
in Weston. (Weston Road & Lawrence area)

Terms: Permanent, full-time

Accountability: Property Manager

Remuneration: Commensurate with qualifications and experience
2-bedroom apartment included.
Comprehensive benefits package included following successful
probationary period

Role: Under the direction of the Property Manager, and working as a member of a staff team, the Superintendent will be responsible for the maintenance, security, cleanliness of the building, and grounds.

DUTIES:

- Carry out routine preventative maintenance and building inspections
- Maintain grounds, including snow removal
- Maintain the security of buildings, grounds and parking area
- Perform minor plumbing, drywall, electrical repairs and lock changes
- Get apartments ready for move-in at tenancy changes
- Responding to tenant work order requests efficiently
- Report on major repair needs for the Property Manager
- Answer emergency calls and notify appropriate authorities
- Keep maintenance records of repairs and inspections
- Maintain supply and equipment inventories, lock and key records
- Notify Property manager in the event of vandalism, disturbances, resident complaints
- Work with contracted building trades people

QUALIFICATIONS:

- Minimum of 3-5 years related experience

- Knowledge and understanding of multi-residential building systems & equipment
- Familiarity with Health and Safety standards & WHMIS standards
- Basic skills in electrical, mechanical, plumbing, carpentry, painting, locks, doors and appliances
- Knowledge of common area and floor cleaning techniques, ability to operate floor cleaning equipments.
- Willing to take directions from Property Manager
- Excellent interpersonal skills; cooperative and respectful; professional
- Articulate and communicative
- Good problem-solving ability
- Sensitive to seniors and ethnic groups
- Fluent English language skills

CLOSING DATE: Friday March 14, 2025

To apply for this position, please send a cover letter and resume via email to

manager@cksr.ca

We regret that only those selected for an interview will receive a response.

NO PHONE CALLS PLEASE