

POSITION No.: 09-383

CLOSING DATE: November 3, 2009

Region of Peel
ASSISTANT SUPERINTENDENT
Human Services – Residential Property Management

RATE OF PAY: \$16.17 per hour (as per collective agreement)

NO. OF OPENINGS & POSITION LOCATION:

One (1) regular full-time – 121 Glasgow Road, Bolton (Riverview Terrace)

HOURS OF WORK:

8:00 a.m. to 5:00 p.m. Monday to Friday

(On-call duties Monday – Thursday)

(Rotational stand-by requirement – Friday Evenings, weekends and holidays approximately every six (6) weeks)

DUTIES & RESPONSIBILITIES: You will be responsible for assisting the Superintendent in the maintenance and cleaning of a residential building and surrounding grounds to ensure a safe and secure environment for residents. Other duties include: • performing cleaning and maintenance duties, including completion of repairs as necessary • conducts inspection checks of maintenance and building machinery to ensure operation is safe and functional • assists the Superintendent in showing of vacant or available units/apartments • conducts yearly or move-in/move-out inspections of apartments for cleanliness • monitors and takes action to ensure the project's overall safety and security • advises management of resident related concerns • acts as Superintendent in absence of same • responds to emergency situations • on call duties as assigned • other duties as assigned.

QUALIFICATIONS: • Graduation from high school or equivalent • relevant experience in an industrial or mechanical setting • previous experience or training in the administrative aspects of building management • good communication skills (written and verbal) and the ability to deal effectively and tactfully with residents and contractors • basic computer skills (Windows, Lotus Notes) • able to perform maintenance repairs in suite and common areas of the building including plumbing, minor electrical repairs and cleaning • must be physically able to perform the strenuous tasks required • possess knowledge of the Tenant Protection Act, Fire Code and WHMIS • a valid driver's license and access to a vehicle throughout the work day is required • on call requirements (evening/weekends) for our 24 hour operation of properties.

To apply for this position please visit our website at www.peelregion.ca and click on careers.

*****When applying to this position please make reference to Posting #09-383 in all correspondence.*****

Deadline to submit your resume is on Tuesday, November 3, 2009.

At the Region of Peel, we respect diversity and treat one another in ways that are fair, courteous and compassionate, recognizing everyone's contributions. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve.

Only candidates under consideration will be contacted.