

POSITION No.: 09-521

CLOSING DATE: November 3, 2009

**Region of Peel**  
**RESIDENT SUPERINTENDENT**  
**Human Services – Residential Property Management**

**RANGE OF PAY:** \$19.06 - \$22.23 / hour (as per collective agreement)

**NO. OF OPENINGS & POSITION LOCATION:**

One (1) regular full-time – location to be determined (Mississauga / Brampton / Caledon)  
On-site live-in accommodation to be provided

**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:** Performs cleaning and maintenance duties, including completion of repairs and ensuring that service contracts or major repairs are completed as per contractual agreement. Other responsibilities include: • ensure building property and grounds are well maintained • perform unit viewings to prospective residents • monitors and takes action to ensure the project's overall safety and security • advises management of resident related concerns • responds to emergency situations • on call duties as assigned • other duties as assigned.

**QUALIFICATIONS:** • Graduation from high school or equivalent, or equivalent experience in an industrial or mechanical setting • previous experience or training in the administrative aspects of building management • exceptional customer service through effective communication skills (written and verbal) and the demonstrated ability to deal effectively and tactfully with residents and contractors • basic computer skills and working knowledge of MS Word • maintain and perform minor repairs including heating, cooling, ventilating, plumbing and electrical systems, carpentry, drywall, windows, locks, painting and flooring • unit turnover preparation and cleaning • must be physically able to perform the strenuous tasks required • possess knowledge of WHMIS and Residential Tenancy Act • 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](http://www.peelregion.ca) and click on careers.

\*\*\*When applying to this position please make reference to Posting #09-521 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.**