

BUILDING SERVICE WORKER 1

LOCATION Society Wide	___ part-time: ___ hours <u>x</u> full-time	DATE WRITTEN	July, 2020
REPORTS TO: Name:		Title: Site Manager of Assigned Portfolio	
SALARY RANGE \$ 00,000 -\$ 00,000 + Full Benefits		SHIFT Monday to Friday 8 am to 4 pm or as determined	
<p>PURPOSE</p> <p>The Building Service Worker 1 will work in a collaborative role with the Site Manager effectively operating the assigned portfolio with the primary focus on maintenance and repairs of the residential buildings and safety of its residents.</p>			
<p>ESSENTIAL DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Maintains order and appearance of the "common" and "public" areas including vacant dwellings; Clears Common Property by either washing, sweeping, carpet cleaning, mopping, vacuuming, power washing and general cleaning, and performs janitorial services as required; • Assists Site Manager in overseeing the work of contractors and renovation projects; • Assists Site Manager in administrative tasks and maintaining records related to building operations and Resident Management; • Generates work orders and purchase orders, and assists in contracting external service providers; Performs unit /building inspections and assists with annual suite inspections as directed by Site Manager; Responds to resident enquiries, complaints, emergencies and provides information or 'takes appropriate actions adhering to all policies procedures and code of conduct as prescribed by NCS; • Performs suite renovation tasks such as cleaning, repairs to prepare the suite for turnover; Performs simple maintenance tasks and repairs on plumbing, heating, mechanical, and electrical systems that do not require a licensed trade person; • In cooperation with Resident Services Department may be asked to exercise interpersonal and conflict resolution skills when dealing with vulnerable tenants with complex health and social issues; • Performs various inspections on a regular basis i.e. boiler rooms, fire alarm logs, security systems etc. and maintains inspection records; • Arranges repairs, painting and/or maintenance for vacant units and assists with move-in/move-out tasks; • Assists Site Manager in arranging for contractors to view the site, enter units when necessary, and ensures that maintenance projects are coordinated with site operations; • Works in accordance with a work schedule set out by the Site Manager or Management; • Other duties as assigned by Senior Management. 			
<p>WORKING CONDITIONS</p> <p>This job consists of physically demanding conditions when working on the site. There will also be periods of sitting working at a desk within an office environment. There may be regular travel between sites. There may be periods when overtime is requested during emergencies. Participation in a shared rotation for after-hour property coverage will be expected.</p>			
<p>This confirms that the employee has reviewed and understands the duties and essential functions of this position and hereby agrees that they can perform these duties.</p>			
_____ Employee Signature		_____ CEO Signature	
_____ Date		_____ Date	
<p>FOR STAFFING USE ONLY Posting # _____ Posting Date ___/___/___</p>			