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**Job Title:** Building Superintendent

**Location:** Parkwood Hills, Ottawa

**Business Unit:** Minto Properties Inc.

### **Why join Minto?**

Minto is an award-winning integrated real estate development, construction and property management company that has proudly created healthy communities and innovative places for people to live, work and play for over 60 years. Our business is comprised of four entities (*Minto Communities Management Inc.*, *Minto Communities Florida*, *Minto Properties Inc.*, *Minto Group Corporate Office*) with operations in major cities spanning across Canada and the United States. As we continue to evolve and grow, we believe in hiring the best people who are as committed to creating incredible experiences for our customers as we are. In turn, we offer incredible benefits and career growth for our employees including a competitive total rewards package, Minto Learning Centre courses, tuition reimbursement, flexible summer hours in many locations and much more. Join Minto to find out how you can be a part of it all!

### **The Opportunity:**

The Superintendent lives and works in the community and is responsible for contributing to best in class customer experience by performing general building maintenance and repairs, for all in-suite and common areas as assigned by the Service Coordinator.

### **What you'll be responsible for day to day:**

- 24-hour on-call emergency response coverage is required on a rotating basis;
- Monitors the condition of and addresses any deficiencies in, the interior and exterior of the property;
- Completes scheduled preventative maintenance inspections of building envelope and mechanical systems and equipment, recording readings and observations;
- Monitors performance of external contractors to ensure quality workmanship and customer service excellence;
- Performs resident service requests in addition to routine repairs and maintenance for in-suite, interior and exterior common areas,
- Maintain the cleanliness and organization of all electrical, mechanical and other work areas as well as Supply and Storage areas;
- Administrative duties include using our ERP tool, SAP, to document service requests and the resolution thereof;
- Completes turnover suite inspections and completes repairs and maintenance of vacant suites;
- Available to residents for general inquiries about living in their suite, building and community;
- May be required to perform minor cleaning and minor maintenance duties, where applicable;
- Must be familiar with the community rules and regulations;
- Perform all facets of the job in accordance with the legislation applicable to the jurisdiction, including: Health and Safety standards, WHMIS, AODA, PIPEDA and Human Rights;
- Other duties within the scope, spirit and purpose of the job, as requested by management.
- Erects and dismantles scaffolding as required.
- Shampoos broadloom and uses extracting equipment or clean broadloom.
- Operates machinery such as pressure washers and ride on sweepers and scrubbers in particularly large open areas.
- Cleans and changes fluorescent and incandescent lights.
- Restocks all centrally-dispensed soap systems.
- Polishes wooden furniture at established frequencies or on an as requested basis.



- Dusts and damp wipes office equipment on an as, requested basis.
- Washes metal and painted surfaces of filing cabinets at established frequencies or on an as requested basis.
- Disinfects telephones at established frequencies or on an as requested basis.

**Who we're looking for:**

**Education:** High school is required. A trade certificate or license would be considered an asset.

**Experience:** A minimum of two years of relevant work experience or an apprenticeship or combination thereof.

**Specialized Skills, Knowledge and Abilities:**

- Ability to complete appliance repairs, routine plumbing repairs, repairs and maintenance requiring carpentry skills, painting, and basic electrical repairs
- Attention to detail
- Ability to safely use and maintain tools of the job
- Knowledge of mechanical and HVAC systems
- Basic computer skills, including Microsoft Outlook
- Communication skills (listening, verbal and written)
- Problem Solving skills
- Good Judgment
- Interpersonal skills
- Shows Initiative and demonstrates sense of ownership

*Minto is an equal opportunity employer committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live, including those with disabilities. Should you require accommodation or support in any aspect of our recruitment and selection process, we will work with you to meet your needs.*