

JOB DESCRIPTION

POSITION: Caretaker
LOCATION:
TERM:
REPORTS TO: Property Manager

Position Summary

M'akola employees embrace the vision, mission and will demonstrate M'akola's core values in their daily work.

Under the direction of the Property Manager (PM), the Caretaker is responsible for maintaining properties in the assigned region to meet the established standards M'akola has developed. Specifically, the Caretaker will perform minor maintenance and repair duties and schedule trade contractors to fulfill technical work. When properties do not meet standards, the Caretaker will work with the Property Manager to establish a plan that may include handing out notices to tenants.

Responsibilities

- Maintain properties in assigned region, to ensure grounds and interior spaces meet Society standards;
- Maintain cleanliness at sites such as picking up garbage, cleaning up debris, and removing snow;
- Maintain basic building mechanical systems and troubleshoot alarm systems and alerts;
- Troubleshoot and perform minor repairs in units and throughout the property that may include, but are not limited to, touch up painting, patching drywall, recalking plumbing fixtures, unclogging toilets, replacing trim, and fixing light fixtures, doors, gates and fences;
- Assist with unit turnovers in preparation for new tenancy by working in conjunction and coordination with the PM and the Unit Turnover Department. Duties include, but not limited to, inspecting unit with PM to determine work required and once approved coordinate access for trades as well as completing any minor repairs or cleaning as required;
- Participate in unit inspections as required;
- Serve various notices to tenants and follow up with the PM when notices are not addressed by the tenant;
- Schedule contractors for approved work orders and communicate discrepancies on scope of work and timelines with the PM;
- Complete paperwork, inspection forms, work orders, and other documentation as required on a work phone or tablet provided;
- Participate in the on-call schedule and respond to emergency calls evenings and weekends;
- Advise PM of any issues related to the condition of a unit, common area, outdoor areas that do not meet Society standards (pets, insects, mold, junk, etc.);
- Establish a site presence and working relationships with tenants on a daily basis;
- Assist with move in/move out inspections;
- Respond to tenant requests for repairs and maintenance by creating work orders;
- Maintain equipment and an inventory of equipment;
- Maintain an inventory of operating supplies and document purchases following Society procurement guidelines; and
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Ability to work cooperatively with tenants, staff and contractors;
- Knowledge and understanding of the Residential Tenancy Act (RTA);
- Exhibit strong interpersonal skills, display tact, respect and diplomacy;
- Exhibits cultural sensitivity and awareness;
- Excellent ability to prioritize tasks, manage time effectively, and adapt to changes in priorities;
- Strong written and verbal communication skills;
- Ability to relay information in a calm, polite and respectful manner to community members;
- Knowledge and skills to complete maintenance of units such as painting, patching drywall, and minor plumbing and electrical;
- Experience and skill at using MS Office as well as an iPad;
- (This is a duplicate entry – listed as first item) Ability to perform duties in all types of weather conditions, with unusual elements and/or loud noises;
- Ability to travel to multiple locations during a shift;
- Ability to walk for up to 30 minutes at a time; (I've made this it's own bullet point so people don't assume they have to travel by foot to multiple locations)
- Ability to lift, carry, push or pull equipment and materials up to 50 lbs; and
- Ability to use moderate physical effort and/or dexterity of equipment or materials (i.e. reaching overhead, bending/stooping, lifting, working from ladders etc.).

Education and Experience

- 3+ years of experience in building maintenance;
- Experience in an applied trade such as electrical, plumbing, or carpentry (no ticket required);
- Experience working in and with the Indigenous communities and Indigenous people is an asset;
- First Aid – Level 1 or willing to get training (cost covered by M'akola); and
- Possess a valid Class 5 Driver's License, Clean Driver's Abstract and has a reliable vehicle to carry tools and for hauling, if required.

Other

- Participate in on-call rotation to work outside of regular hours;
- Supply own tools of the trade;
- Willing to participate in personal and professional development;
- Follow M'akola Housing Society policies and procedures; and
- Provide a clear Criminal Record Check.

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Caretaker.

The Caretaker may be required to perform other related duties as assigned, which do not affect the nature and scope of the position.

Chief Executive Officer, Kevin Albers

Date

I have read and understand this Job Description and agree to comply with its requirements.

Signed: _____

Date: _____