



Job Posting JP18-09 OV
Superintendent
1580 Kingston Road, Pickering

ABOUT DURHAM REGION NON-PROFIT HOUSING CORPORATION:

Durham Region Non-Profit Housing Corporation is a social housing provider for the Region of Durham. It is home to approximately 1128 units with low and moderate-incomes in its 18 residential properties. Our portfolio includes 7 high-rise and 11 low-rise townhome sites throughout the Region.

The mission of Durham Region Non-Profit Housing Corporation is to help meet the housing needs of the Region's diverse population through the provision of a practical, well-maintained and affordable housing portfolio integrated within the community. The Corporation assists with related services to support residents in their housing.

JOB DESCRIPTION:

Durham Region Non-Profit Housing Corporation is seeking a highly motivated individual for a Live-In Superintendent position. The successful candidate will provide superintendent services for a 115 unit townhouse complex. As a member of Durham Region Non-Profit Housing Corporation, the Superintendent is accountable directly to the property manager.

The Job responsibilities include (but are not limited to):

- Daily inspections, janitorial and maintenance to promote a clean, safe and healthy environment
- Carrying out preventative maintenance inspections and procedures on mechanical equipment as required, and reporting any deficiencies noted to the Property Manager
- Respond to emergencies, and interaction with building residents
- Prepare garbage/recycling for disposal
- Repair, maintenance and ground work to building interior and exterior (including routine electrical and plumbing)
- Ability to paint
- Excel at customer service and team work
- Schedule move-ins and move-outs
- Show vacant & occupied units to prospective tenants
- Respond to and complete request for repairs
- Enforce Corporation policies and procedures
- Attend training as required
- Other duties as assigned

Please note: There is currently a scheduling pilot project in progress

CANDIDATE PROFILE:

The successful candidate must have knowledge, experience and be comfortable working with building machinery/equipment such as emergency generators, heating/boiler systems, makeup air units, circulating pumps, etc. Experience in a similar role is required, as well as effective communication and interpersonal skills. Respect for confidentiality is a must as well as professional conduct and safe working practices.

The successful candidate must provide a satisfactory vulnerable sector screening (VSS); have a reliable vehicle, valid G class Ontario driver's license and sufficient insurance.

As an employer, Durham Region Non-Profit Housing Corporation is committed to build an organization that reflects the diversity of our tenants and communities we serve. We encourage applications from qualified individuals who represent diverse communities.

Accommodation for a disability will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Executive Assistant, who will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable the applicant to be assessed in a fair and equitable manner.

Please submit your resume and cover letter as soon as possible to:

Ana Popadic, Executive Assistant
Email: ana.popadic@durham-housing.com Fax: 905-436-5361
Durham Region Non-Profit Housing Corporation
28A Albert Street, Oshawa, ON L1H 8SC

Please quote the job posting number with your submission; consideration will be given as applications are received