

## **CAREER OPPORTUNITY**

# **Building Maintenance Personnel**

### **JOB SUMMARY**

To perform the maintenance and upkeep of the exterior and interior of the property to ensure tenants and customers are provided with a safe and healthy environment and the corporate image is maintained.

### **RESPONSIBILITIES**

Perform maintenance and repairs to the property, internally and externally in order to maintain corporate image and provide tenants and customers with a safe and healthy environment.

Secure CF property against loss due to theft, fire, liability claims and prosecutions resulting from operations by ensuring all health, safety and security procedures are adhered to and areas of concern are reported to the appropriate parties in a timely manner in order to limit exposure to liability and loss.

Conduct inspections on equipment on a daily/weekly basis to ensure equipment is maintained in good working order and to avoid major repairs due to negligence.

Respond to tenants concerns and assists in solving problems as required to ensure a high level of customer service to tenants and customers.

Maintain HVAC controls and make adjustments and repairs as necessary.

Other duties as assigned.

### **QUALIFICATIONS**

High school education or equivalent.

Minimum two years' experience in general maintenance in a commercial, retail or industrial environment.

Plumbing, electrical, painting, HVAC and carpentry skills an asset.

Strong interpersonal skills and the ability to communicate and manage well at all levels of the organization.

Good problem solving skills with practical judgment.

A valid driver's license.