



Live-In Building Superintendent

At Claridge Homes, we are dedicated to quality and craftsmanship without compromise. Located in Ottawa, ON, we pride ourselves on providing a healthy, diverse, and balanced work environment. Working with a team of over 250 Full time employees, top contractors and professionals we have built more than 8,000 Tarion certified homes, 4,000 condominiums and several retirement homes totalling 500 suites. We have grown to become Ottawa's largest land developer because each project we strive to provide maximum value and customer satisfaction.

We are currently seeking a Live-In Building Superintendent to join our growing Property Management team.

Reporting to the Property Manager, the Superintendent will be responsible for overseeing the general operations, and maintenance of apartment facilities in a responsive and professional manner. They will be responsible for addressing tenant concerns, and addressing building cleaning and maintenance needs where applicable. The superintendent is responsible for the general upkeep of the facilities. They will act as the onsite representative of Claridge Homes. This individual will collect monthly rent, respond to tenant inquiries/emergencies, and conduct regular inspections to verify the safety and condition of all aspects of the interior and exterior of the building. The Superintendent will coordinate or perform the basic maintenance and repairs to the facilities.

Key Responsibilities and Accountabilities:

- Provide responsive, professional customer service to all tenants of the facility.
- Show units for rental to prospective tenants as needed.
- Supervise and coordinate tenant move-in and move-out.
- Preparation of units for new tenants, including cleaning and repairs.
- Provide emergency/unscheduled repairs of equipment, structures and grounds on the property (inside and out).
- Diagnose problems, replace or repair parts as need on windows, doors, switches, plugs, equipment, appliances, sinks, toilets etc.
- Contact appropriate maintenance service provider for repairs as required.
- Monitor HVAC systems, boilers, pumps, fan units, control panels, cooling towers, generator etc. and maintain logs for these systems.
- Conduct monthly fire inspections, maintain minor components of the fire safety systems and maintain fire safety logs
- Perform regular property inspections of units, common areas including lobbies and parking facilities, building exteriors, and landscaping in coordination with the Property Manager.
- Communicate any potential hazards or damages in a proactive manner. Report any and all maintenance concerns in a timely manner.
- Maintain inventory of equipment.
- Maintain the sidewalks and the buildings points of exit and entry to be clear of snow and ice.
- Perform general cleanup of all facilities. Keep common areas clean at all times.
- Provide after-hours emergency service for the building and site.



Knowledge, Skills and Abilities:

- Completion of high school diploma.
- Post-secondary education in a skilled trade such as electrical or plumbing would be considered an asset.
- A minimum 3-5 years related experience in a maintenance or superintendent role, correcting and resolving various problems related to water, lighting, HVAC and other systems.
- Valid driver's license
- Strong written and verbal communication, integration, problem-solving and interpersonal skills.
- Ability to prioritize, with strong organization and time management skills.
- Ability to cope with high intensity and stressful environments.
- Strong attention to detail.
- Bilingualism, French and English would be an asset

Please send applications to: HR@Claridgehomes.com

Claridge Homes is committed to being an Equal Opportunity Employer. Please advise in advance if you require any accommodation during the application or selection process. Any information you send us will be handled professionally, respectfully and in complete confidence.

While we thank all candidates for their interest, only those selected for further consideration will be contacted.