



Maintenance Worker – Residential Building – Orléans, Ontario

Wigwamen Incorporated is seeking a self-starter to fill a position as maintenance worker for its brand new, 41 unit apartment building in Orleans.

Key Responsibilities:

- Perform and complete daily, weekly and monthly checklists on building equipment and maintain records of scheduled maintenance procedures
- Assist with monthly building maintenance safety compliance
- Perform preventive maintenance tasks essential to extending lifecycle of equipment and building
- Manage tenant requests for repairs, including proper follow up to ensure satisfaction and completion
- Responsible for minor repairs and maintenance (plumbing, electrical, appliances, drywall, painting, doors, door locks, window blinds, etc)
- Maintain required inventory
- Perform garbage removal inside and outside of building
- Perform various custodial duties, as needed, to keep building clean and attractive
- General grounds keeping
- Ability to estimate labour and material costs
- Preparation of work specifications
- Assist with hiring and oversight of trades people and other contractors
- Conduct move-in and move-out inspections
- Maintain positive relations with tenants
- Abide by the company's purchasing and maintenance policies and procedures
- Reports to the property manager and the general manager

Qualifications:

- Relevant work experience
- Working knowledge of building systems and building code requirements
- Basic carpentry and handyman skills
- Prior maintenance experience in a residential multi-family environment is an asset
- Flexible availability
- Valid driver's license
- WHMIS certification
- Must successfully complete a criminal record check
- Must be able to work efficiently and effectively. The ability to prioritize and complete tasks in set timeframes is crucial.

This position involves working three days a week, plus on-call availability to handle after-hours emergencies.

Please submit your resume and cover letter by email, with the subject line, "**Ottawa Maintenance Worker**", no later than **Thursday, March 20, 2014**, to info@wigwamen.com.