

**December 18, 1997**

**Resident Caretaker:** G 590

**Nature and Scope**

Under the direction and supervision of the Area Manager or their designate, the Resident Caretaker is responsible for the daily upkeep and care of the project(s). This includes minor maintenance and repairs, cleaning and janitorial work, grounds care and the performance of such other related duties as assigned. Effective communications with clients, the public, other staff and suppliers, etc., is essential in delivering a quality housing community and providing tenants with quiet, peaceful enjoyment of their units.

**Duties**

The duties described are intended to be representative of the work for this position and are not to be considered as all inclusive. (Appendix A provides a sample listing of typical work expectations)

**General:**

- Show vacant units to applicants or prospective applicants. Forward completed applications for processing. Accept tenant cheques and rental payments and forward for processing.
- Respond to tenant requests, inquiries and complaints and forward those requiring further attention. Respond to emergency situations outside regular hours.
- Keep and maintain updated records associated with the operation and maintenance of the project(s) and work performed.
- Report on status of work being performed on the site.
- Deliver information and communications to tenants.

**Cleaning and Janitorial:**

- Clean and maintain all building common areas as required.
- Clean and prepare units on turnover/vacant units for re-occupancy.
- Clean and maintain exterior areas of the project.
- Maintain grass and landscaped areas.
  - Move garbage and recycling containers for pick-up.

6590

**Repairs and Maintenance:**

- Carry out minor electrical and plumbing repairs and maintenance.
- Carry out carpentry, painting and related repairs.
- Carry out minor appliance repairs.
- Carry out equipment repairs and servicing.
- Maintain personal tool inventory as outlined in Appendix B attached.

**Inspections:**

- Carry out unit inspections for incoming and outgoing tenants.
- Assist in carrying out other unit and project inspections as required.
- Carry out equipment and preventative maintenance inspections as scheduled.

**Knowledge and Abilities:**

- The ability to communicate and interact with tenants, staff and the general public. A good command of the english language is required.
- The knowledge and ability to carry out minor maintenance and repair work for buildings and properties.
- The ability to carry out cleaning, janitorial and grounds care work.
- The knowledge and ability to perform basic administration record keeping and file maintenance, etc.
- Physically capable of performing the duties assigned.
- Valid B.C. Driver's Licence.
- Bondable