

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.
- 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

(1) GENERAL

APPENDIX - A

Under the direction of the immediate supervisor the Resident Caretaker is responsible for showing units to prospective tenants; maintaining order and appearance of the "common" and "public" areas, including vacant dwellings by washing, sweeping, carpet cleaning (except on move-outs), mopping, vacuuming, polishing of floors, cleaning and touch up painting of walls, cleaning of Corporation owned furniture, dusting, sweeping and general cleaning; clearing snow when required, cleaning and maintenance of janitorial equipment, internal and low (to the limit of a tucker pole) external window cleaning; smoke alarm cleaning; changing light bulbs, the use of associated equipment, tools and cleaning materials; minor grounds upkeep including outside litter pick up and sweeping, grass cutting, bulb and flower planting and weeding, power blowing of walkways, use of a Corporation supplied power washer; answering calls regarding emergencies and taking action where instructed; responding to and processing tenant inquiries and complaints and taking appropriate action; the removal of abandoned personal effects from a tenant's premises providing inventory is taken jointly by management representative and the caretaker and storage at an appropriate Corporate facility; other assigned duties as directed.

(2) TYPICAL

The following duties will apply to both the Resident Caretaker and Property Maintenance Assistant.

(a) Electrical

General

- change elements (stoves/furnaces) • change fuses
- change switchcovers/switchplates • change light bulbs and tubes
- check breakers

- test emergency lighting

- replace/repair receptacles, switches, fans, electrical fixtures, fluorescent ballasts • replace baseboard heaters/thermostats
- change smoke alarms

Suite:

- check thermostats and zone valves for operation • clean and test smoke alarms

Mechanical Room:

- visual inspection of mechanical equipment • reset pumps/boilers
- check/reset thermostats on electrical hot water tanks • relight pilots
- check/reset time clocks

(b) Plumbing

- change washers/stems • change spouts/aerators • change shower heads • clean sink traps
- snake drains, toilet auger to be used, if required • change/repair flappers, flush handles, toilet seats • bleed air from heating systems
- drain hot water tanks for sediments • check shutoffs
- caulk bathtubs

- fix mechanical stops in tubs/sinks • change P traps/J blends
- winterize plumbing systems

- repair/replace plumbing fixtures and hardware • replace toilets, sinks and basins
- repair/replace water line, under two inches in diameter • repair/replace all sanitary and storm piping
- caulking

(c) Carpentry

General

- Hardware replacement (locks, stops, strikers, handles, hinges, back sets) • Adjust weather stripping
- Repair/replace bathroom hardware & accessories • Repair drapery tracks and fittings
- Secure broken windows and doors • Touch-up painting and staining
- Adjust handrails

- caulking - adjust door closures

- gyproc repairs, except on move-out painting • rollers on sliding doors and windows
- repair/replace weather stripping • repair/replace trim
- repair and adjust door closures

- replace locks on doors and windows • repair hand and balcony rails

(d) Roofing

APPENDIX - B

TOOL LIST

- 1 - Adjustable Wrench 6" - 10" 1 - Claw Hammer - 16 oz.
- 1 - Hacksaw 12" blade

Screwdrivers

- 1 - #1 Robertson 1 - #2 Robertson 1 - #3 Robertson
- 1 - Stubby Robertson #2 1 - 3/8" Slotted 12" long 1 - 1/8" Slotted 4" long 1 - 3/16" Slotted 4" long 1 - 1/2" Slotted 4" long
- 1 - 1/2" Slotted 8" long 1 - Stubby Slotted
- 1 - Set of scrapers and putty knives up to 4" 1 - Set of hex keys short
- 1 - Set of cold chisels 1/2" to 3/4" 1 - Combination steel square
- 1 - Tool Box

- 1 - Pair Linesman pliers - 6" with sidecutter 1 - Pair diagonal cutting pliers 7"
- 1 - Pair water pump pliers (vicegrips) 10" long 1 - Set open end/box end wrenches 1/4" - 1 1/8" 1 - Ball peen hammer
- 1 - Measuring tape 12' 1 - Plane 6" - 9"
- 1 - Tube Cutter 1" 1 - 12" level

1 - Wood Chisel $\frac{1}{2}$ " 1 - Wood Chisel 1" 1 - Pipe Wrench 10"
1 - Hand saw fine cut

- clean gutters and debris from roofs • flashing repairs
- minor roof leak repairs • emergency patching

(e) Mechanical

- change filters
- emergency generator start up

(f) Appliances

- change butter doors, freezer doors, crisper trays, glass trays, bottle bars • moving and levelling of appliances
- duct work repairs for dryers
- replace supply hose for washers

(g) Exterior

- repair fencing (re-nail boards and repair hardware) • repair/replace signage and numbers
- clean gutters and debris from roofs-remove/replant damaged shrubs and flowers • water flower and shrub bed which will deteriorate through lack of water
- grass cutting, aerating and other minor landscaping duties • caulking

(h) Other related duties as directed.