



HAMILTON EAST KIWANIS NON-PROFIT HOMES INC.

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Registered Charitable #: 125901439RR0001

Hamilton East Kiwanis Non-Profit Homes Inc. has been providing modest, affordable housing in and around Hamilton since 1982. The organization is governed by a volunteer Board of Directors and administered by knowledgeable, competent, and caring staff. We have an immediate opening for a

Part-Time, Live-In Superintendent in Brantford

The opportunity – a rent-free apartment for 2 people

We hire one of you to assume full responsibility for a complex with 73 rental units, including a 4-storey walk-up apartment building and several townhouses. Both of you live on-site in a rent-free 3-bedroom apartment and the other person can work elsewhere if they choose.

Total compensation

You are paid an annual salary of \$8,665.44 and provided with a 3-bedroom apartment on-site valued at \$815.00 per month or \$9,780 annually with paid utilities (heat and hydro). Your total annual compensation (salary and rental allowance) is \$18,445.55. Estimated average of work hours per week is 24, based on normal operations at the complex.

Core Competencies

The Superintendent shall demonstrate the following 3 core competencies:

- Effective Communication
- Common Sense and Good Judgement
- Personal Credibility

Essential Duties and Responsibilities

SECURITY

- In the event of an emergency, immediately contact the appropriate service or professionals. Document all occurrences and forward reports to the Property Support and Quality Control.
- Report disturbances and acts of vandalism to the Property Support and Quality Control.

APARTMENT BUILDING CLEANING – 234 CHARING CROSS STREET

DAILY CLEANING DUTIES

- Clean the lobby - sweep/wash floors, clean all glass areas, pick-up and dispose of garbage, dispose of expired or damaged flyers.
- Remove garbage from the bins in the garbage room and place in the dumpster located in the driveway outside the apartment building.
- Remove and dispose of lint from the dryers and clean any spillage on the laundry room floor or machines.
- Wiping all touchpoint surfaces twice daily during Covid-19 protocols.

WEEKLY CLEANING DUTIES

- Sweep and wash the stairways, wash the railings, door frames, fire extinguishers, window ledges, etc.
- Wash the laundry machines, laundry tubs and sweep and wash the floor.
- Sweep and wash the hallway floors twice a week. 3x in the winter. Spot mop as necessary throughout the week.

OUTSIDE DUTIES OF COMPLEX PROPERTY

- Perform daily walkabout of the complex to pick-up and dispose of garbage including garbage in any containers.
- Document any damage or maintenance concerns and immediately forward to the Property Support & Quality Control
- Sand/salt the complex on an as need basis in winter when the contractor is delayed, or snow and ice accumulation is heavy. In addition, and of particular note:
 - The four modified/stacked units located in 232 Charing Cross Street require snow removal and sanding/salting at times other than when the contractor is on site.

- The area located to the front of the apartment building at 234 Charing Cross Street may also require snow removal and sanding/salting at times other than when the contractor is on site.
- Conduct weekly clean-up of the garbage pick-up area (at both entrances to the complex where the tenants place garbage for weekly pick-up)
- Conduct weekly placement of recycle bins in the appropriate location for pick-up and return to side of building when empty.

Unit Cleaning

- Complete duties related to the cleaning of units in the complex when required.

GENERAL DUTIES

- When requested by the Manager of Facilities and Maintenance or Property Support and Quality Control:
 - assist in the inspection of units upon turnover and perform maintenance or arrange for work to be performed by approved contractors.
 - receive, document, and perform general or emergency maintenance or arrange for work to be performed by approved contractors.
 - open units for contractors and secure after completion of the required work.
 - accompany contractors during annual unit inspections (example annual fire inspection).
 - show units to prospective tenants.
 - give keys to incoming tenants.
 - change the locking mechanism to unit doors as well as mailbox doors, switching out smoke detector batteries, and other minor repairs or adjustments.
- Document complaints and social concerns and immediately forward to the Property Support and Quality Control team member for follow-up.
- Monitor the chemical/salt level in the water softener and add chemical/salt when required. Report any concerns with the water softener to the Property Support and Quality Control team member.
- Monitor the plumbing system, the heating system, the fire alarm system and panels (testing for the purpose of compliance with the Ontario Fire Code in particular Part IV is contracted), the intercom system and lighting systems. Report any concerns to the Property Support and Quality Control team member.
- Complete Order Form for cleaning supplies and maintenance materials and forward to the Property Support and Quality Control team member for approval prior to purchase and delivery
- Keep an up-to-date inventory list.
- Review and adhere to the Emergency Plan.
- Perform other duties which are directly related to the responsibilities of the position and assigned by the Manager of Facilities and Maintenance

Education, Experience, and Qualifications Required

Education and experience

- Have proven experience in all facets of cleaning and minor maintenance.

Qualifications

- Possess excellent English communication (listening, speaking, and written) and interpersonal skills.
- Able and willing to maintain a professional working relationship with other staff.
- Experience working with diverse populations and in organizations with multiple sites is considered an asset.
- Familiarity with social housing and/or non-for-profit organizations a strong asset.

Working Conditions

- Be bondable.
- The Superintendent will be required to meet with the Manager of Facilities and Maintenance and attend staff meetings, workshops, and training sessions from time to time.
- The frequency that the noted duties are to be performed is based on normal operation of the complex. From time to time, the daily and weekly duties may need to be adjusted pursuant to the requirements of the complex.

Application Process:

Please submit your resume and cover letter to recruiter@kiwanishomes.ca by **noon, Monday, June 28, 2021.**

Hamilton East Kiwanis Non-Profit Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance when accommodation is required.

We thank all applicants for their interest in employment opportunities with our organization.

No phone calls or placement agencies, thank you.