



Quality Since 1986

"Our Performance Makes the Difference"

Job Overview Superintendent

At SDA Building Services Inc., **our performance makes a difference** in everything we do.

Overview

The superintendent is responsible for the efficient and effective operation of the property, ensuring a safe, clean, and well-maintained environment for all owners and visitors.

The ideal candidate will have strong technical skills in various trades, service abilities, and a proactive approach to property management. This includes both preventative maintenance and responding to owners requests and emergencies. The superintendent will manage cleaning staff and contractors, ensuring the buildings remain in good order.

Job Duties and Responsibilities

- Manage contractors and service providers for specialized tasks for example, pest control, landscaping, major interior/exterior repairs, snow clearing etc.
- Conduct periodic inspections as outlined in the tasks lists to identify and rectify maintenance needs.
- Address owner concerns promptly whenever possible.
- Manage and operate security surveillance camera monitors of the garage and property grounds.
- Enforce building rules and safety regulations ensuring compliance with local codes.
- Maintain detailed records of maintenance work, costs and inspections. (reports)
- Serve as the main contact for owner communications for move in or out processes.
- Perform routine and preventative maintenance tasks on the building's mechanical, electrical, plumbing, and HVAC systems.
- Conduct minor repairs such as patching drywall, painting, changing light



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fixtures, and fixing leaks.

- Inspect the property regularly to identify and address potential issues before they become major problems.
- Maintain the cleanliness of common areas, including lobbies, hallways, party room, garbage rooms, stairwells and underground garage and exterior grounds.
- Ensure the exterior grounds, including sidewalks and parking lots, are clear of debris, snow, and ice.
- Maintain accurate records of daily, weekly and yearly work task lists, maintenance requests, repairs, and inventory.
- Report to the property manager or a specified Board member as the case may be, on the status of the buildings and any significant issues.
- Manage and maintain an inventory of cleaning and maintenance supplies.
- The superintendent may be responsible for managing other staff, such as a cleaning staff and to possibly delegate tasks.
- Maintaining a professional demeanor and acting with integrity in all interactions with owners, their visitors and the Board members and manager.
- Familiarity with the Condominium Act, 1998 (in Ontario) and other relevant legislation, including the Employment Standards Act, the Human Rights Code, and the Occupational Health and Safety Act.
- Sweep garage when required to remove dirt, debris, and litter.
- Monitor and report any structural damage, such as cracks in the concrete, spalling, or rebar exposure.
- Inspect and maintain lighting, ensuring all bulbs are replaced promptly.



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- Clean and maintain drainage systems to prevent blockages and flooding.
- Conduct daily patrols to ensure the garage is secure and well-lit.
- Monitor and enforce parking regulations (when required) including towing unauthorized vehicles.
- Inspect and test fire suppression systems, emergency lighting, and alarm systems within the garage.
- Ensure all safety signage (e.g., speed limits, stop signs) is visible and in good Condition.
- Ensure all safety equipment, such as fire extinguishers and emergency the lighting is in good working order.
- Monitor the security of the building and report any suspicious activity to management or authorities.
- Respond to and manage building emergencies, such as power outages or leaks.
- Perform regular lawn care, including mowing, fertilizing, and weeding.
- Trim and prune trees, shrubs, and hedges to maintain a neat appearance and ensure clear pathways.
- Maintain flowerbeds and planters, including planting, watering, and weeding.
- Sweep and clear leaves, branches, and debris from sidewalks, patios, and other communal outdoor spaces.
- *Winter:* Perform snow and ice removal from all walkways, driveways, and entrances. Apply salt and sand as needed to prevent slips and falls.



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- *Fall*: Conduct leaf removal and gutter cleaning if applicable.
- *Spring/Summer*: Oversee and perform general garden maintenance and planting to enhance the curb and courtyard appeal of the property.
- Ensure outdoor garbage and recycling bins are emptied regularly and the surrounding area is kept clean.
- Coordinate with waste disposal services for proper pickup and manage large item disposal events.

Qualifications

- Proven experience as a building superintendent, caretaker or in a similar maintenance role. Three to five years of experience is a strong asset.
- Knowledge of building systems, including plumbing, electrical and HVAC and others.
- Proficiency in performing minor repairs and using various hand and power tools.
- Excellent problem-solving skills and the ability to work independently.
- Strong interpersonal and communication skills.
- Physical ability to perform tasks such as lifting heavy objects, climbing ladders, and shoveling snow.
- A valid driver license and the use of a vehicle is required.
- Good organizational, interpersonal and communication abilities suited to resident relations.
- Familiarity with property management software and maintenance tracking tools.
- High school diploma or equivalent minimum, with vocational or post-secondary



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education in property management, construction or related fields.

- Certification such as Occupational Safety and Health Administration (OSHA), certified manager or maintenance (CMM).
- Needs to effectively communicate in both official languages English or French.
- Benefits include paid time off, health insurance and opportunities for professional development.

Job Type: Full-time

Pay: \$22.00 per hour

Experience:

- Condominium Superintendent: 2 years (preferred)
- Customer Service: 2 years (preferred)
- Interior Painting: 2 years (preferred)

Licence/Certification:

- WHMIS Certification (preferred)
- Class G Licence and Clean Abstract (preferred)

Work Location: In person

SDA
BUILDING SERVICES INC.

