

Live-In Superintendent

Location: Caboto Terrace, 3050 Dufferin St, North York, ON M6B 4G3

Villa Charities Inc. (VCI) is a registered charity and non-profit organization that enriches lives through experiences and services that honour Italian culture and heritage. For more than 50 years across the GTA, Villa Charities has provided cultural and educational programs and supported culturally sensitive long-term care and independent living apartments for seniors. VCI fulfills their mandate through a broad range of activities, services and facilities, both directly and in conjunction with its affiliates and independent organizations. Affiliates include Columbus Centre and Joseph D. Carrier Art Gallery; Villa Colombo Homes for the Aged Inc. in Toronto; Villa Colombo Seniors Centre (Vaughan) Inc. Di Poce Centre; and Italian Canadian Benevolent Seniors Apartments Corporation/Casa Abruzzo Benevolent Corporation with apartments for independent seniors (Caboto Terrace, Casa Del Zotto and Casa Abruzzo). Each of these organizations is an integral part of the Villa Charities family with separate legal status and its own governance Board. For more information visit villacharities.com.

The Live-in superintendent is expected to operate and maintain the building(s), systems and equipment to the standards established by the property manager. He/she is also expected to direct and supervise any other on-site or outside contracting staff performing maintenance or refurbishment in the assigned building. The Live-in superintendent is responsible for providing safety, security, satisfaction, and a general feeling of well-being for people occupying the assigned building and always maintain the assigned building to the property manager's standard. This is a full time role and reporting to Property Manager.

Duties and Responsibilities

General

1. Provide professional and timely service for the people working in or using the facility.
2. Protect the VCI's investment in the property and ensure that the structure is sound, and the electrical/mechanical equipment is operating as described.
3. To perform a daily look/listen/touch inspection.
4. To ensure that preventative, corrective and breakdown maintenance, custodial care, refurbishment, and renovations are handled in a cost-effective and professional manner.
5. Maintain a formal and harmonious relationship with the tenants and visitors to the building.
6. Professionally carry out the services required by the tenants; the superintendent must know how to perform the following tasks below.
7. Effectively and efficiently monitor the building's electrical/mechanical systems and maintain the interior and exterior of the building, the superintendent must carry out the maintenance and energy management tasks detailed.
8. Maintain follow-up files of all maintenance requests and work until the work is completed, or goods or services are received. Follow up on goods or services that have not been received in a timely manner. Verify and document on the order the time spent, and parts or materials used by a service contractor. Return all completed orders to the property manager.
9. Report to the property manager any unusual activities in the building.
10. Report to the property manager on the services required by the contractors and contact them directly upon the property manager approval.

Maintenance and energy management

1. Carry out daily, weekly and scheduled inspections, preventative and breakdown maintenance, custodial housekeeping and groundskeeping care. If any of these services are handled by a contractor, ensure that everyone uses the suppliers and service contractors recommended by the property manager.
2. Monitor the efficiency of the electrical/mechanical equipment by recording the temperature and pressure readings on heating and cooling system logs.
3. Know how to use, care for, and maintain all equipment, tools, supplies, chemicals, and materials kept in the building. Maintain current inventory lists and order replenishments.
4. Perform carpentry, plaster, drywall, paint, electrical, and plumbing work, required.
5. Document all tenant maintenance requests, follow up and correct problems where possible. If not possible, forward to the property manager for completion by a specialist.
6. Report any deficiencies in the building that you may observe or that are brought to your attention.
7. Respond to after business hours & weekend emergency calls (on a rotational basis)
8. On duty every second weekend and every second night
9. Perform general cleaning, landscaping, and snow removal where services are not met or performed by a Contractor.
10. Work on turnover suites where assistance is required by the VCI Maintenance Management.
11. Other assignments within the scope, spirit, and purpose of the job as reasonably requested from time to time by the management.

Cleaning

1. Carry out daily, weekly and scheduled cleaning tasks as assigned by the property manager in the monthly operational planner and the annual operational checklist.
2. Pick up exterior litter daily.
3. Check and replace all interior/exterior lights as necessary
4. Check and clean boiler room (for temperatures, leaks, motor/pump noise), compactor room, fire alarm panel, electrical motors, sprinkler system, common door function.
5. Keep logbooks up-to-date and control inventory for parts used and ordered.
6. Inspect and clean roof, drain, covers, compactor and bins. Ensure that contracted cleaners undertake tasks as set out in the cleaning contract and the monthly operational planner. Check that tasks are performed at the required frequency and to a high standard.
7. Ensure garbage and recycling bins are ready for pick-up by waste management company
8. Notify the property manager of any problems with the cleaning processes.

Security, safety and emergencies

1. Respond to all emergencies, such as fire, flood, lack of heat, power failure and other problems that could be considered emergencies.
2. Be aware of all valves and controls and their purposes so that they can be properly activated or turned off as required in the event of an emergency.
3. Maintain, close to the phone, a list of emergency numbers and the names of those persons to call for additional support.

4. During the winter season, inspect the walks on a regular basis so that any hazardous conditions can be corrected as soon as possible.
5. Ensure to use a fire extinguisher upon training completion by the assigned vendor.
6. Participate in fire drills as required
7. Change smoke detectors, when required
8. Be qualified to carry out first aid when necessary.

Villa Charities is committed to providing a safe working environment for our workforce, volunteers, and members of the public with whom we interact regularly. As such, all Villa Charities staff are required to provide proof of COVID-19 vaccination.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Villa Charities' policies, a request for accommodation will be accepted as part of Villa Charities' hiring process. To avoid any delays in the recruitment process, if you require an accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Please forward your resume and cover letter to careers@villacharities.com.