

## **Tamil Co-operative Home Inc.**

### **Superintendent Couple**

(Permanent - Full Time)

A Superintendent Couple is required in the Bloor Lansdowne area for a 129 unit building at 20 Wade Ave, Toronto.

The ideal candidates must have previous property maintenance work experience (sound knowledge of general plumbing, electrical, carpentry, heating, repairs, etc), administrative skills and cleaning proficiency. Familiarity with building mechanical systems is also required. Excellent customer service skills along with the ability to work independently with minimal direct supervision are a must.

In this position, the successful candidates will "Live In" and perform various Building maintenance and repairs and will be required to respond to after hours Emergencies as required. This is a salaried position with full benefits and housing included with a 2 or 3 bedroom unit with balcony included and one parking space.

#### Education or Equivalent Knowledge

Grade 12 High School Diploma or Related Work Experience  
Community College, Trade School preferred  
Construction, Engineering, Technology Certificate or equivalent

#### Experience Required

Minimum three years of related experience in a residential environment with knowledge of plumbing, heating, electrical, carpentry and construction fields. Janitorial, construction and maintenance experience preferred.  
Valid driver's license required

If you have the necessary qualifications and experience, please send your resume in Word format to [tamilcoop@yahoo.ca](mailto:tamilcoop@yahoo.ca) with the position you are applying for in the subject line as **Superintendent Couple** on or by June 5, 2010.

We thank all applicants for their interest in this role. Please note that only qualified candidates will be contacted.

**NO PHONE CALLS PLEASE.**

## **JOB POSTING – LIVE-IN SUPERINTENDENT**

May 15, 2010

### **MAJOR RESPONSIBILITIES**

#### **CLEANING**

Collect garbage and empty recycling bins. Sweep/dust/wet mop, wash/scrub/disinfect, strip and finish all surfaces; vacuum/shampoo carpeted areas, furniture, etc.; maintain an inventory of cleaning supplies.

#### **MAINTENANCE OF GROUNDS**

Yard work, mowing of lawns, snow removal/salting of walkways and driveways.

#### **MAINTENANCE OF BUILDING/MECHANICAL EQUIPMENT**

Repair and maintain equipment. Perform a variety of duties not requiring the service of licensed trade. Assist various trade workers when appropriate. Some general construction and maintenance.

**GENERAL DUTIES** (including preparation for Unit move-ins and outs, report to the Coordinator, attend appropriate Committee meetings, provide on-call service for after-hours emergencies, etc.)

#### **KEY QUALIFICATIONS**

3-5 years related experience. Also knowledge of the Non-Profit Housing Sector is an asset.

Knowledge of and experience using maintenance equipment, including ability to push, pull heavy items, climb ladders and work in all weather conditions.

Ability to follow English verbal and written instructions. Non-smoker also preferred.

General knowledge of the Occupational Health and Safety Act and WHMIS.

Ability to maintain co-operative working relationship with staff, residents, resident families and visitors. This is also a pet friendly environment.

**Note: This position has a start date around September 1, 2010.**

A job offer would be contingent on a successful pre-employment background and criminal records check. Applicants would be required to sign a consent/release form granting Longview Co-operative permission to obtain this information.

HOW TO APPLY FOR THIS OPPORTUNITY – NOTE: CLOSING DATE FOR APPLICATIONS IS JUNE 9, 2010

Interested candidates may forward an application by mail or drop off in a sealed envelope addressed to:

The Hiring Committee  
**Longview Co-operative**  
**114 – 678 Broadview Avenue**  
**Toronto, Ontario M4K 2P2**

You may also submit your application

by fax to: 416-461-1914, or  
by email to: [Longview@rogers.com](mailto:Longview@rogers.com)

ONLY THOSE SELECTED, BASED ON THEIR RESUME, WILL BE CONTACTED FOR AN INTERVIEW.