

Job Posting

Title: Maintenance Technician

Company: CJM Property Management

Location: Kingston, Ontario

Status: Full Time

Purpose

- Perform a wide variety of mechanical and technical tasks to maintain CJM's structures and properties in the best possible condition, keeping them safe, comfortable and attractive
- Assure the preservation and upkeep of interior, exterior and grounds for CJM's residential buildings
- Carry out work orders, repairs and maintenance
- Be CJM's onsite company representative

Key Responsibilities

Maintenance duties

- Repair and alter the interior and exterior of the residential buildings as assigned, including demolition, framing, drywall, painting and cleaning
- Repair and adjust electrically driven equipment such as refrigeration and air conditioning units, laundry machinery and kitchen equipment
- Repair and alter windows, doors and locks
- Repair plumbing fixtures and maintain hot water tanks
- Inspect on regular schedule and carry out preventive maintenance throughout the CJM properties, such as repairing, adjusting, tightening, oiling, greasing, caulking, gluing, screening, cleaning all types of fixtures, machinery, furnishings and equipment
- Complete assigned landscaping and garbage removal
- Ensure all maintenance performed is recorded in Yardi

Fire Safety

- Maintain familiarity with all fire prevention requirements and equipment.
- Assist and respond to any fire alarms in the buildings

Tenant Relations

- Maintain positive relations with tenants and prospective tenants
- Help manage rules and regulations

Documentation

- Document work orders and any incidents with date, time, parties involved, apartment number, details, action items and follow-up on the Maintenance Mobile Yardi app
- Keep the team well informed of activities, results of efforts, problems identified/potential problem and recommend corrective actions

Elevator

- During breakdowns or emergencies, collaborate with team as appropriate

Other Responsibilities

- Snowplowing and shoveling, as required
- Respond to emergency situations on an ongoing basis
- Respond promptly to service calls during scheduled work shift and when on call
- Attend workshops, seminars, conferences, meeting and trainings as position requires
- Protect the privacy of all company and personal information
- Maintains the truck assigned to this position in good operating condition, appearing clean, undamaged and well maintained; report all repairs to the Maintenance Supervisor

Skills

- Skilled in a number of trades, such as carpentry, drywall, plumbing, HVAC, painting, electricity, appliance repair and building maintenance mechanics
- Familiar with Yardi software
- Skilled in the use of an iPhone and iPad

Education and Experience

- Minimum high school diploma or equivalent education
- College diploma or vocational training preferred but not essential
- Minimum three years related experience in a similar building maintenance technician role
- License to handle refrigerants and to repair and maintain refrigeration and air conditioning systems is an asset

Other Requirements

- Employment is conditional on a clean criminal records check
- Must be respectful of CJM vehicles, tools and equipment
- Valid driver's license

Working Conditions

Physical Effort

- Ability to perform heavy lifting (at least 27 kilograms), climb ladders, stand and walk for eight hours and perform other physically demanding duties
- Lifting, carrying, pulling, pushing, stretching, bending, twisting and gripping

Physical Environment

- Some exposure to environmental conditions and exposure to dirt, noise, heat, cold and mechanical hazards
- Work at elevated heights
- Operate mechanical devices and work with a variety of tools
- Travel between locations in a vehicle provided by CJM

If you are interested in this opportunity, please forward your resume to employment@caraco.ca

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.

CaraCo is an equal opportunity employer.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.