

## Job Posting

**Title:** General Maintenance/ Painter

**Company:** CaraCo Property Management

**Status:** Full-time

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Join us at CaraCo Group of Companies, a family-owned successful business that is seeking a dedicated team member like you to join our team!

### Purpose

Perform a wide variety of mechanical and technical tasks to maintain CaraCo structures and properties in the best possible condition, keeping them safe, comfortable, and attractive.

### Key Responsibilities

- Repair and alter the interior and exterior of the 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 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
- Maintain familiarity with all fire prevention requirements and equipment.
- Maintain positive relations with tenants and prospective tenants
- 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

### Skills

- Skilled in several 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
- Valid driver's license
- Proof of Covid 19 Vaccination

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If you are interested in this opportunity, please forward your resume to [employment@caraco.ca](mailto: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