

MAINTENANCE TECHNICIAN

Named as one of Canada's Best Managed Companies and Most Admired Corporate Cultures in Canada, Southwest has developed, constructed, owned and operated world-class properties for over 55 years. A leading developer of residential and commercial property and one of the largest privately-held owner of multi-family residential buildings in the Halifax region, Southwest's brand of quality and community involvement has made a major impact on the Atlantic Canadian real estate market. Southwest believes in going beyond the necessary to create inspiring environments by providing the best places to live, shop, work and play, creating lasting relationships with employees, customers and partners. **At Southwest we are always seeking the best and brightest stars in their field. From front line staff to senior management, we choose to employ the best in the industry!**

*We are currently seeking an outstanding individual to fill the permanent full-time position of **Maintenance Technician** within our Operations Team.*

BENEFITS

- Performance Based Bonus Eligibility
- Comprehensive Extended, Health & Dental Benefits
- RRSP Plan Eligible – FT Employees over 6 months
- Monthly Transit Pass - 100% Reimbursement
- Employee Health & Wellness Incentive Program - \$300.00 Annual Reimbursement
- Education Reimbursement Program
- Flexible Work Schedules
- Employee Discount Program – 10% off Southwest Properties Lease
- Resident Referral Program – Cash Incentives
- Service Awards
- Social Staff Events
- Home Computer Antivirus Incentive Program - \$50.00 Annual Reimbursement
- Charitable Donation Matching Program - \$1000.00 Annually + 1 Day off to Volunteer

JOB

The **Maintenance Technician** is responsible for assisting the Maintenance Lead with the day-to-day operations of the South Park (CURVE and PAVILION) property and is responsible for the general maintenance, preventative maintenance and repair of all suites and common areas within the complex.

This position reports directly to the Property Manager, with supervisory support from the Maintenance Lead. This position provides support for general duties, and duties as assigned with a resident focused perspective. The General Maintenance Assistant provides general guidance and daily work orders from the Maintenance Lead.

- **Maintenance and Repair**
 - Carry out all regular day-to-day maintenance and repair of equipment within the complex, including suites and common and mechanical areas
 - Painting, pool maintenance, facility care, custodial duties, and in-unit tasks apply
 - Ensure plumbing, electrical and mechanical systems are maintained in proper condition
 - Under the guidance of the Maintenance Lead and HVAC Technician; ensure regular preventative maintenance of building systems and controls; conduct daily checks of complex and report any issues to Property Manager.
 - Underground parking lot care and maintenance, including pressure washing, sweeping etc.
 - Ensure all areas are cleaned thoroughly after job is complete (i.e. vacuum carpet, clean sink etc.)

- Maintenance and tracking of all tools supplied by Southwest to ensure all stock levels always remain adequate
 - Ensure proper occupational health and safety codes are followed
 - Effectively troubleshoot minor maintenance issues that may arise on a daily basis
 - Assist with snow and ice removal as required
 - Conduct turnover repairs and painting as required
 - Working alongside and supporting the South Park team as required
 - Support all properties under the Southwest Portfolio as assigned
 - Conduct other related duties as required throughout the entire Southwest portfolio
- **Maintain Inventory**
- Order (and occasionally pick up) all maintenance and shop supplies, air filters, drive belts, tools, paint, light bulbs, and lighting ballasts for all complexes as required, with assistance from Property Administrator
 - Ensure all necessary tools are on hand to complete tasks
 - Conduct inventory of tools and ensure proper working order
- **Safety and Security**
- Respond to and troubleshoot all alarm situations
 - Ensure all annual inspections and required reports are completed on time, and resulting required work is carried out
 - Regular property rounds and follow up
- **Coordinate Contractors**
- Professionally liaise with contractors and sub-trades
 - Ensure good resident relations by scheduling maintenance operations appropriately
 - Brand ambassador for service standards
 - Ensure external contractors repaint and repairs are completed in all turnover suites as required
 - Ensure the interior and exterior of all public areas are painted as required, and are in a good state of repair and are kept clean
 - Ensure trades or contractors within the complex are given appropriate instruction prior to work completion and follow up to ensure work is complete
 - Ensure amenities (e.g. pool, hot tub) are maintained
- **Administrative**
- Ensure full completion of all work orders and painting lists
 - Schedule contract work and ensure it is completed according to Southwest standards
 - Recommend cost savings initiatives throughout the complex
 - Handle general resident maintenance issues
 - Regularly check inter-office mail
 - Timely submission of request for inventory sheets to the office
 - Proper completion of work orders and turnover forms upon completion of work, and forms are properly distributed
 - Submission of weekly time sheets
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Our Mission: *To provide the best places to live, work, shop and play, creating lasting relationships with our employees, customers and partners*

POSITION DETAILS

Hours of Work: Fixed weekday and weekend hours, with an emergency after hours on call rotation.

Work Location: South Park complex on a regular basis, and other Southwest building within the portfolio as assigned

Physical/Mental Demands: Required to adjust to many different working conditions including standing for long periods, climbing stairs, heavy lifting, confined spaces, heights, loud noises, repetitive movements.

Equipment and Workplace Aids: On a regular basis will utilize various hand tools, wrenches, screwdrivers, power tools, ladders etc.; building monitoring systems, pool chemicals, painting supplies, pressure washing tools, and commercial cleaning equipment and sweeper.

External Factors/Health and Safety: Weather and resident restrictions are factors in the completion of the duties. Safety hazards can be loud noise, seasonal temperature extremes, heavy lifting, exposure to chemicals and electrical equipment

TRAINING & EXPERIENCE

Experience in a similar role to be proficient. General maintenance/carpentry/plumbing aptitude/ building systems control is considered an asset. On the job training will be provided.

Special Skills/Training Required: WHMIS, Fall Arrest, good understanding of Building Maintenance Programs, First Aid considered an asset.

Knowledge and Skills Required:

- Ability to perform assigned duties with minimal supervision
 - Strong supervisory skills
 - Ability to perform with tact and professionalism in a fast-paced, ever-changing environment
 - Ability to effectively troubleshoot maintenance problems and implement/recommend solutions
 - Strong multi-tasking and organizational skills
 - Proven ability to plan, organize and prioritize work
 - Reliable transportation to support on-call duties as required
 - Strong attention to detail with a high level of quality
 - Calm, and able to delegate to achieve optimal results
 - Organizational skills
 - Basic computer and communication skills
 - Exceptional customer service
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COMMITMENT TO DE&I

Southwest Properties is committed to attracting and retaining a diverse team, who values your experiences, perspectives and unique identity. We are committed to creating and maintaining an environment that is inclusive, equitable and welcoming.

HOW TO APPLY

*If you are interested in this exciting opportunity, please forward your resume and cover letter to our Human Resources Team: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. resume@southwest.ca Thank you for your interest in Southwest Properties. Only those chosen for an interview will be contacted. **We are a team of individuals who get joy from bringing joy to others***

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