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**Job Title:**  
**Reports to:**

**Maintenance Associate**  
**Area Coordinator**



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**Job Responsibilities:**

- Ensure the health, comfort and safety of our Customers
- Ensure daily communication with all site Associates
- Address Customer Requests for Maintenance (CRFM's) within 72 hours
- Vacant suite maintenance and touch ups as per established quality standards
- General common area and building maintenance
- Coordinate inspections of turnover suites with Customer Service Representatives
- Ensure proper cleaning and maintenance of equipment
- Preventative Maintenance inspections and reporting
- Ensure contractors arrive as per scheduled timelines and complete their work as per the conditions of contract
- Snow removal as required
- Ensure proper and accurate inventory management
- Perform on call emergency maintenance according to schedule provided by Area Coordinator
- Complete all required paperwork for the position
- Complete other tasks as assigned by the Area Coordinator

**Experience and Educational Requirements:**

- 2 years Maintenance Service Experience preferred

**Technical Requirements:**

- Working knowledge of English language both verbal and written

**Non-Technical Requirements:**

- Strong commitment to providing excellent customer service
- Ability to take responsibility for all actions and decisions and to follow through until a resolution is obtained
- Exceptional problem-solving and decision-making capabilities
- Strong planning and organizational skills coupled with ability to multi-task and prioritize (excellent time-management skills)
- Ability to work independently (self managed) and with other Associates in a team environment
- Ability to learn quickly, adapt to change and be flexible in nature
- Displays a high level of initiative and commitment to excellence
- Demonstrates a positive attitude, enthusiasm and assertiveness
- Ensure have all tool on the tool list prior to end of probationary period
- Ability to spend up to eight hours walking, standing, climbing stairs, lifting,
- Ability to maneuver up to 90kg with the proper equipment

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