



## Live-In Caretaker Position

### Description

#### Caretaker Job Summary

Reporting to the Condominium Corporation Property Manager, the caretaker represents the Condominium Corporation and is the public face of WCC No. 294. This position handles the day-to-day operations within the buildings. The caretaker is primarily responsible for assisting residents, acting as a liaison with Towers Realty, performing cleaning, handling maintenance, landscaping, repairs, and general upkeep.

#### Administrative Functions

Afterhours emergency directions should be reported to the property manager on-call, the PM would deal with it or delegate to the site staff member if required.

Assist the Property Manager in enforcing by-laws, rules, and agreements. Report any issues to the office.

Complete in the Towers Realty Workplace Health & Safety programs as required.

#### Operational Functions

The directive of the Corporation is that representatives work on their behalf. Residents/tenants with maintenance concerns that are not considered corporation responsibility should always be directed to report to their property owner/landlord.

### Closing Date

May 7, 2024

### Categories

Services

### Employer

WCC 294 C/O Towers Realty Group

### Location

Assiniboine South

### Address

120 Portsmouth Blvd  
Winnipeg, R3P 1B6

### Job Type

Full-time

### Education Level

High School

### Wage

\$20.00 - \$20.00

## **Duties**

### HOURS OF DUTY

- The position is for one or two people/couple to be engaged for the purpose of providing onsite services.
- Expectation of hours - including flex time: caretaker - 40 hours per week; 35 hours per week with 5 hours as flex time.
- Flexible hours means that the person on duty can leave the building for personal reasons but will respond to calls (if required return to the building or deal with the call on your return).
- Weekend requirements to clean the mailroom and grounds, and on-call responsibilities will be discussed with management.
- All communication with the caretaker will be done by phone or email or during casual meetings in public areas. Communicating with caretakers while they are in their own suite will be discouraged.
- Deal with residents in a cordial and respectful manner.
- Return calls as promptly as possible.
- Ensure safety of residents in construction areas on complex.
- Enforce rules and regulations as instructed by the management and Boards of Directors.
- Report to the office any discrepancies or unusual occurrences.
- Deliver promptly any correspondence as directed by management.
- Monitor parking on complex and enforce tow-away policy as directed by the management.

The Caretaker shall on a daily basis:

- Monitor garbage bin areas, clean as required.
- Sweep stairwells:  
Monday - 122 and 124; Tuesday - 126, 128 and 130; Wednesday - 132, 134 and 136; Thursday - 138, 140 and 142; Friday - 144, 146 and 148

## **Email**

acandelario@towersrealty.ca

## **Phone**

(204) 957-2965

- Do inspection of each building exterior. Any problems or breakdowns must be reported to the office and appropriate action taken to minimize damage to buildings, property, or equipment.
- Check clubhouse, ensure cleanliness including shower/bathrooms. Clean windows.
- Other duties as directed by management.

## GENERAL

The caretaker shall:

- Maintain equipment in consultation with the office.
- Complete a daily/nightly inspection of the complex at least four times a week.
- Be responsible for cleaning up any rubbish found on the common element grounds.
- Call the police in case of any disturbance on the property or as directed by the Board.
- Refer any additional water-related problems to the office.
- Check parking plugs in October.
- Small maintenance work.
- Other duties as directed by management.

## **Qualification**

Valid driver license and its own vehicle.