

SLEMON PARK CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Security/Maintenance

REPORTING TO: VP Property Management

Date of Preparation/Revision: **February 2019**

POSITION SUMMARY

This position has duties related to the day to day operation of all commercial buildings and associated infrastructure.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

Security:

Conducts and documents daily security inspections including but not limited to:

- Door and window checks of all commercial buildings.
- Conduct interior and exterior security patrols of all Slemon Park properties.
- Checks for and responds to unsafe conditions, hazards, security violations and unauthorized persons.
- Responds to alarm signals.
- Assist with Airport operations.

Maintenance:

Carry out minor building maintenance including but not limited to:

- First responder to commercial and residential maintenance issues (i.e. Lockouts, plugged toilets, heat issues)
- Assist Slemon Park staff with set-up/tear down of furniture/equipment.
- Ensure all building entryways are free of snow and ice.
- Provide assistance to other Slemon Park staff as required (i.e. hold ladder, aid in confined spaces).
- Conduct visual building system inspections (lights, heaters, electric panels, sprinklers) and create work orders to address any issue.
- Monitor conditions during snow events, relay information as required.
- Conduct seasonal water maintenance (valve checks, hydrant flushing).
- Collect weekly water samples and prepare for shipping.

Other:

1. To abide by company policies and procedures

2. Ensuring safety practices are always followed
3. Assisting other Property Management Divisions as required
4. All other duties as required

POSITION SPECIFICATIONS:

Experience:

Completion of high school and a minimum of (2) years related experience or equivalent combination of education, training and experience acceptable to the employer.

Skills and Knowledge:

First aid/CPR

Valid Drivers License

Excellent interpersonal communication skills

Proven organization skills

Must have sense of urgency while being able to maintain a high standard of work

Ability to work independently and as part of a team

Ability to react quickly to changing requirements and/or unanticipated issues

WORKING CONDITONS:

Scheduled working hours:

This is a full-time position generally 40 hours per week, shifts are overnight 10:00pm – 6:00am and are both weekday and weekends. The position does require carrying the Emergency Response pager on a scheduled basis.

Physical, mental and visual:

Physically capable of performing tasks normally considered security and maintenance related.

Ability to multitask and handle occasional stressful issues. A flexible and resilient personality for dealing with tenant issues and requests.