

CITY OF HAMILTON

CITYHOUSING HAMILTON (OPERATIONS SECTION – LOCATION – TBA)

BUILDING ATTENDANT - CITYHOUSING

SUMMARY OF DUTIES:

Reports to Property Manager. The Building Attendant will be required to live on site and is required to provide specific duties as per Terms and Conditions of Employment.

SPECIFIC DUTIES:

Acts as master keyholder of the building which would include assisting tenants who are locked out and ensuring access for Emergency Services.

Provides access to servicemen and contractors.

Monitors fire alarm systems and other life safety systems, carries out emergency response and actions as required in accordance with the Building's Fire Safety Plan, records findings as required and reports irregularities to the Property Manager or Emergency Answering Service.

Shows apartments to prospective tenants.

Conducts building openings and lock-ups. Change lock cores as required.

Attends meetings and training as required.

Inspects and reports any building deficiencies or maintenance problems or concerns to the Property Manager or designate.

Reports vandalism or any security issues to Property Manager or Emergency Answering Service.

Reports disturbances to Property Manager and/or Police.

Delivers letters, notices or forms to tenants as required.

Maintains general security of building including ensuring doors are properly secured.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

OTHER DUTIES:

Carries out light housekeeping duties as directed by Property Manager or designate such as cleaning up broken glass, spills, mop up from floods, sanding and salting sidewalks during icy conditions,

Sorts and organizes recyclables and garbage. Changing & putting out garbage bins as well as picking up litter.

Performs minor repairs as directed by Property Manager or designate such as toilet plunging, water shut offs and clearing drains.

QUALIFICATIONS

1. Previous maintenance and customer service experience related to duties listed above normally acquired by a combination of education and relevant work experience.
2. Ability to work with minimal supervision.
3. Good written and verbal communication skills to deal with tenants, contractors, emergency personnel and Housing Staff with tact and diplomacy.
4. Must be able to speak, write and understand English.
5. Understanding of basic emergency procedures such as fire alarms.
6. Ability to perform daily inspections for fire inspections and maintenance deficiencies.
7. Ability to perform minor repairs such as clearing drains, water shut offs or toilet plunging.
8. Must be physically capable to carry out light housekeeping duties.
9. Must be physically able to walk up and down multiple flights of stairs and hallways to conduct necessary inspections.
10. Must be available to provide shared coverage for Building (on a rotational basis including evenings & weekends).
11. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation.

HOURS:

The candidate is expected to remain on premises at all times while on assigned duty. Provides shared coverage on an on-call basis with other Building Attendants as assigned by Property Manager.

NOTE 1:

The Building Attendant must live in the building within which they are working/assigned.

In exchange for the "specific duties" provided, the City of Hamilton (City) will provide the Building Attendant residential accommodation in an apartment including heat, hydro, water and a monthly phone allowance. The value of the residential accommodation will be set in accordance with Income Tax Regulations subject to Revenue Canada Legislation and the City will issue an annual T4 slip based on that amount.

NOTE 2:

Payment for "Other Duties" as authorized will be paid as per completed time sheets.

NOTE 3:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Records & Judicial Matters Check, at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.