



## POSITION CONTRACT Property Management Level I

Position Title	Onsite Caretaker
Job Category	Property Management
Salary	\$500 per month
Hours of work	Flexible
On-Call Status	Duties may require working evenings and weekends, and being on-call 24/7
Position Type	Part-Time
Location	

### Job Posting:

The On-Site Caretaker is responsible for the general upkeep of the building proper (exterior and interior) including cleaning, maintenance, garbage removal and minor repairs. There is 24/7/365 on-call requirement for after hour emergencies

Duties include assisting the Property Manager with work orders as required, assist the Property Manager with tenant move-ins and move-outs as required, ensure timely documentation for record-keeping purposes, assist with rent collection enforcement, assist with tenancy and bylaw violation enforcement, responsible for the safety and comfort of tenants, familiar with the Residential Tenancies Act and enforcement procedures, and be available as back-up for month end cleaning duties.

Please submit your resume with cover letter to:

[application@otbec.com](mailto:application@otbec.com)



## POSITION CONTRACT Property Management Level II

Position Title	Assistant Manager
Job Category	Property Management
Salary	\$24,000 to \$32,000
Hours of work	Flexible
On-Call Status	Duties may require working evenings and weekends, and being on-call 24/7
Position Type	Full Time
Location	

### Job Posting:

The Assistant Manager is responsible for backing up the Property Manager for overflow work and administrative duties. The Assistant Manager and the Property Manager rotate the after-hour on-call shifts according to a pre-determined schedule.

The Assistant Manager is responsible for assisting the Property Manager with the general upkeep of the building proper (exterior and interior) overseeing cleaning, maintenance, garbage removal and minor repairs. There is 24/7/365 on-call requirement for after hour emergencies and must be available to move tenants out at the end of the month and to move tenants in at the beginning of the month. Duties include cost accountability and operating within budget, scheduling and prioritizing work orders, maintaining vehicle log reports and tracking appliance installations, scheduling annual staff vacations so that it does not conflict with peak maintenance times, submit daily time sheets to head office payroll, update and maintain the move-in move-out schedule, ensure timely documentation for record-keeping purposes, maintain minutes of weekly staff meetings, ensure rent collection and deposits are processed on the 1<sup>st</sup> and 2<sup>nd</sup> day of each month, enforcement of tenancy and bylaw violations, responsible for the safety and comfort of tenants, familiar with the Residential Tenancies Act and enforcement procedures, responsible for Human Resources management and well-being of staff.

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## POSITION CONTRACT Property Management Level III

Position Title	Property Manager
Job Category	Property Management
Salary	\$28,000 to \$46,000
Hours of work	Flexible
On-Call Status	Duties may require working evenings and weekends, and being on-call 24/7
Position Type	Full-Time
Location	

### Job Posting:

The On-Site Property Manager is responsible for the general upkeep of the building proper (exterior and interior) overseeing cleaning, maintenance, garbage removal and minor repairs. There is 24/7/365 on-call requirement for after hour emergencies and must be available to move tenants out at the end of the month and to move tenants in at the beginning of the month. Duties include cost accountability and operating within budget, scheduling and prioritizing work orders, maintaining vehicle log reports and tracking appliance installations, scheduling annual staff vacations so that it does not conflict with peak maintenance times, submit daily time sheets to head office payroll, update and maintain the move-in move-out schedule, ensure timely documentation for record-keeping purposes, maintain minutes of weekly staff meetings, ensure rent collection and deposits are processed on the 1<sup>st</sup> and 2<sup>nd</sup> day of each month, enforcement of tenancy and bylaw violations, responsible for the safety and comfort of tenants, familiar with the Residential Tenancies Act and enforcement procedures, responsible for Human Resources management and well-being of staff.

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