

THE HERITAGE ON THE GARDEN
JOB DESCRIPTION

POSITION: Lead Mechanic

REPORTS TO: Property Manager

BASIC FUNCTION:

Oversee the repair and maintenance of the building and its mechanical systems including hands on participation as needed for snow removal coordination, supervise the maintenance staff including mechanic, loading dock attendant, exterior cleaners, office porter, overnight commercial patrols; budget and account for maintenance related expenditures; perform on call duties and serve as part of the building management team.

RESPONSIBILITIES:

- Coordinate maintenance and repair work in the building public areas and upon building common equipment.
- Coordinate performance of preventative maintenance work on building equipment as required.
- Coordinate response to maintenance request calls from Retail & Office Tenants, and Residents.
- Coordinate contracts for rubbish removal, life safety systems maintenance, elevator maintenance, and HVAC maintenance to ensure that contract terms are met, costs are managed, and prices are competitive.
- Oversee utilization of other contract labor as directed by the Property Manager, including development of specifications, obtaining bids, insurance documentation, and work inspection upon completion.
- Be fully knowledgeable about safety procedures, including the fire system and emergency power distribution system, and ensure that designated staff members are thoroughly trained on life safety equipment.
- Routinely inspect common areas, mechanical rooms and office tenant spaces to monitor repair and capital needs and inspect for safety hazards.
- Maintain all mechanical and electrical rooms in a neat, clean and safe condition.
- Coordinate snow removal using in house staff and contractors so as to comply with applicable city ordinances and meet the needs of building occupants.
- Report any inability to respond to a request or correct any maintenance related issue within a reasonable time period to the Property Manager.

- Respond to building mechanical emergencies that result in personal injury or significant property damage to a point where the problem is isolated, then contact senior management for further instruction. Provide information and assistance to city fire and emergency personnel as needed.
- Utilize the energy management system to monitor and control energy utilization as efficiently as possible while still meeting the needs of building occupants. Monitor consumption and allocation of utilities to ensure accuracy and efficiency.
- Correct any safety hazards and provide ongoing training to all staff members on safe work habits.
- Familiarity with condominium documents and commercial leases, and ensure that maintenance operation, reserve expenditures and expense allocations are in accordance with those documents.
- Work closely with Major Domos, Commercial Receptionists, and Administrative Assistant to ensure that maintenance requests are handled accurately and expeditiously.
- Respond to all maintenance requests with a service oriented and problem-solving attitude.
- Familiar with BuildingLink, Microsoft Office suite, BMS and all other systems that support the building operations.
- Be familiar, and comply with, property and The Druker Company Ltd. procedures and applicable labor laws.
- Maintain a neat professional personal appearance.
- Perform other tasks as assigned by Property Manager or Druker Company Senior Management.

To Apply:

If candidates are interested, they should contact Elaine Flegert, Property Manager – eflegert@drukerco.com