



## **Maintenance Technician**

Calgary, AB

### **About QuadReal Property Group**

QuadReal Property Group is a global real estate investment, operating and development company headquartered in Vancouver, British Columbia. Its assets under management total \$77.6 billion. From its foundation in Canada as a full-service real estate operating company, QuadReal has expanded its capabilities to invest in equity and debt in both the public and private markets. QuadReal invests directly, via programmatic partnerships and through operating platforms in which it holds an ownership interest.

QuadReal seeks to deliver strong investment returns while creating sustainable environments that bring value to the people and communities it serves. Now and for generations to come.

QuadReal: Excellence lives here.

[www.quadreal.com](http://www.quadreal.com)

### **Role Description**

Reporting to the Maintenance Manager or Community Manager, the Maintenance Technician will contribute and participate in activities related to preventative and unscheduled maintenance, as well as environmental, health and safety, and other special initiatives, with a goal of always providing exceptional resident satisfaction through the delivery of great service to all residents.

The Maintenance Technician will uphold QuadReal's mission, vision, and values serving as a brand and cultural ambassador for our residents, co-workers, vendors, and the public.

### **Responsibilities**

#### **General Maintenance and Administration**

- Maintain a thorough knowledge and understanding of all building mechanical systems (i.e., pumps, life safety systems, HVAC, swimming pools, and other systems depending on the specific property)
- Perform scheduled, preventative, routine and emergency maintenance as directed
- Perform daily site inspections, interior and exterior, and document all findings
- Inspect vacant suites
- Complete suite make ready activities
- Ensure all tools and cleaning equipment are maintained and serviced regularly
- Perform waste and recycling duties
- Responsible for cleaning duties, including litter pick-up, sweeping, shoveling, pressure washing, or other
- Ensure property, grounds and vacant suites are kept clean in accordance with QuadReal standards
- Coordinate and supervise trades work such as painters, electricians, plumbers, etc when necessary, including opening and locking suite doors



- Ensure maintenance records, files, and documentation are maintained accurately and timely and in accordance with established procedures
- Maintain part stock, maintenance supplies, and complete regular inventories Work with Maintenance Manager or Community Manager to order supplies as necessary to ensure the proper operation of the property and
- Maintain all logs and safety checks
- Perform other duties as required

### **Health and Safety**

- Comply with all legislation, including but not limited to: The Residential Tenancies Act, Labour Relations Act, Fire Code and Occupational Health and Safety Act
- Understand and adhere to QuadReal's Health and Safety policy ensure a thorough knowledge and understanding of emergency procedures including fire, flood, and mold remediation for all staff
- Familiarity with the emergency operation of electrical systems, elevator, boiler/chiller, fire panel and life safety systems, mechanical systems, sprinklers and timer systems
- Ensure all vendors and contractors comply with the established Health and Safety policy, and immediately report any infractions, hazardous conditions, or damaged equipment to the Maintenance Manager or Community Manager
- Ensure the effective monitoring and control of all building access including cylinder lock and electronic systems

### **Experience and Qualifications**

- Two years of general related experience preferred
- High school diploma supplemented with post-secondary courses or certification
- Experience with Yardi Voyager and Work Order App beneficial
- Familiarity with smart phone and tablet technology
- Availability for Emergency response and on-call duty, as required
- Awareness of occupational health and safety practices
- Ability to communicate with co-workers and supervisors effectively and professionally, both oral and written
- Superior ability to develop and sustain cooperating working relationships with staff, contractors, the public, and especially residents
- Entry level skills in Microsoft Office
- Ability to lift at least 25 kilograms

QuadReal Residential Properties G.P. Inc. will provide reasonable accommodation at any time throughout the hiring process for applicants with disabilities or for those needing job postings in an alternate format. If you require accommodation, please advise the Talent Acquisition team member you are working with and include the following: Job posting #, your name and your preferred method of contact.

*Want to learn about our end-to-end recruitment process? Click this [link](#) for a short video that will take you through each step, so you'll know exactly what to expect.*

**APPLY HERE:** <https://careers.quadreal.com/global/en/job/R0005089/Maintenance-Technician>