



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments
Celebrated 35 years in 2022

Title: Maintenance Technician

Location: Saint-Laurent, QC

Reports to: Property Manager

Job Type: Permanent

Who we are

As part of the Firm Capital Organization, an entrepreneurial organization with a bright talent pool, Firm Capital Property Management Corp. is the property manager for a portfolio of multi-residential and commercial properties comprised of retail, industrial, and office across Canada and the United States. Please visit our website at www.firmcapital.com for further information.

Position

The Maintenance Technician will be responsible for completing work order requests assigned by the supervisor, assisting with unit turns as designated, groundskeeping and general maintenance of the property's exteriors and common areas, and provide quality service to our residents and support to the maintenance and office team as needed.

What you need to succeed

- 2+ years of experience in a maintenance role within a multi-residential portfolio. Familiarity with general apartment repairs and property-wide preventative maintenance.
- Trade License in HVAC, plumbing, electrical, or other related disciplines is a PLUS.
- Competent in unit turnover functions including but not limited to: Painting, basic plumbing, electrical, and HVAC repair and replacement.
- Valid Driver's License and reliable transportation. Some travel may be required.
- Strong organization skills and ability to multi-task without compromising accuracy.
- Ability to work quickly and efficiently on a team or independently.
- Proficiency in English.

- Computer proficiency with MS Office and experience with Yardi Voyager using the work orders and inventory management modules.

Your new role

- Report daily to the assigned property at the scheduled time in business casual attire or assigned uniform. Check in with Resident Manager and begin groundskeeping, unless otherwise assigned by supervisor.
- Complete assigned work orders within 24 hours in order of receipt. Properly document actions taken, time worked, and materials used for each work order. If parts are needed to be ordered, you are responsible for communicating this to the supervisor and returning to complete the job when parts arrive. If an outside vendor is needed, you will communicate this to the supervisor as soon as possible for scheduling.
- Perform repairs and maintenance for air conditioning, heating, refrigeration, plumbing and tile. Knowledge of pool operation (i.e., daily checking and recording of chemical readings, vacuuming, backwashing, cleaning filters & scrubbing tiles). Ability to troubleshoot hot water heaters, dishwashers, garbage disposals and electric ranges.
- Update inventory whenever a part is utilized. When item is low in stock, notify supervisor for restock.
- Perform preventive maintenance on property and assist in maintaining the “curb” appeal of the property.
- Keep maintenance shop/area clean and well organized. Responsible for all assigned tools, equipment and supplies in the shop.
- Maintains and repairs buildings' plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses. Repairs or replaces building brick, stone, and concrete.
- Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as golf carts. Assists with moving furniture and unloading and storing supplies and;
- Other tasks as assigned.

What we offer you

- Competitive salary + Bonus
- Paid vacation and holidays
- Health insurance benefits
- Opportunity to advance your career as the company grows
- Meaningful job experience

How to apply

Please forward your resume and reference the position you are applying to careers@firmcapital.com. Visit our website at www.firmcapital.com for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.