



JOB POSTING

HOUSING SUPERINTENDENT

The French River Horizon is a 30-unit seniors housing apartment complex operated by the French River Non-Profit Housing Corporation Inc. We are seeking a reliable and hands-on Housing Superintendent, reporting to the Property Manager, to oversee general property maintenance and help ensure our housing complex remain safe, clean, well-maintained, and operational.

Key Responsibilities

- Oversee or Perform snow shoveling, salting, and sanding of entrances and walkways.
- Complete weekly water testing and maintain required records.
- Oversee or Perform lawn care and general landscaping during the growing season.
- Clean and maintain common areas.
- Conduct monthly building inspections and report deficiencies, safety concerns, and maintenance issues.
- Complete seasonal maintenance of heat pumps, HRV filters, and outdoor condensers.
- Conduct annual testing of smoke and carbon monoxide detectors.
- Respond to minor maintenance requests and assist with basic repairs.
- Assess and document maintenance issues, including taking photographs where appropriate.
- Respond to emergency maintenance situations, including water leaks, power failures, and unsafe conditions.
- Communicate maintenance concerns and recommendations to the Property Manager in a timely manner.

Qualifications & Requirements

- Reliable, responsible, and able to work independently.
- General maintenance and basic repair skills.
- Ability to perform physical tasks, including cleaning and possible snow removal, and/or lawn maintenance.
- Good communication and organizational skills.
- Ability to respond to occasional after-hours maintenance emergencies.
- Previous property maintenance or superintendent experience is an asset.

Location: French River Horizons – 63 Notre Dame, Noelville

Property Management Company: Descon Group

Hours: Part-time, approximately 10–12 hours per week, plus seasonal and emergency requirements

Hourly Range: \$20.00 to \$25.00. If lawn care and snow removal on sidewalks are self-performed, the Superintendent shall provide gas receipts to the Property Manager for reimbursement. Tools, equipment, and supplies will be provided or purchased through the Property Manager as required.

Closing Date: This position will remain open until it is filled.

Interested candidates are invited to submit their resume and a brief description of their relevant experience to Bobby Prevost, Chair of the Board:

By Email: bob4docks@true802.ca

In Person: Municipal Office, 44 St. Christophe Street, Suite 1, Noelville