

Job Description – HANDYMAN AND GROUNDS KEEPER

About Us:

Progressive Property Management Ltd. is a locally owned and operated professional property management firm that has provided property management services in Saskatoon and area since 2002. Currently servicing Saskatoon, Outlook, and Christopher Lake communities, we operate primarily from our head office in Saskatoon. The company is responsible for a property portfolio consisting of various residential and commercial investment real estate, and condominium projects.

The Handyman and Grounds Keeper will report directly to the Operations Manager and will be responsible for all the duties in connection with the in suite and common area maintenance, ground work, and general conditions at the assigned location.

Responsibilities:

The Handyman and Grounds Keeper will be responsible for the ensuring suite and common area maintenance is completed, ensuring the grounds are clean tidy and presentable and that locations are kept secure at all times for all tenants and prospective tenants. The locations will be located in Saskatoon and area as assigned by the Operations Manager.

The Handyman and Groundkeeper's primary responsibilities will be the completion of minor maintenance as communicated by the Head Office and Operations Manager, and ensuring the grounds are well kept in all season. This will include:

- Yard cleanup
- Garbage Hauling
- Snow Removal
- Minor maintenance, including plumbing, electrical and general maintenance repairs in suites and common areas
- Communicate any maintenance support needed with the Operations Manager and Head Office
- Follow up with Head Office and Operations Manager with updates of any in progress maintenance to ensure timely completion
- Reporting of any out of scope maintenance or cleaning to the Operations Manager
- Keeping a report of time and work completed at each location
- Tenant relations with new and existing tenants
- Regular building and suite inspections
- Ensure security doors and lighting are in good working condition
- Periodically monitor security cameras (*if applicable*)
- Routine smoke detector checks
- Completion of move in/move out inspections as needed when coordinated with the Operations Manager and Head Office team.

Skills & Experience:

- Must be organized and able to work both independently and with a team
- Ability to prioritize tasks based on priorities and deadlines provided by Operations Manager
- Must have good communication skills
- Driver's licence and own vehicle is required
- Recent criminal record check is required

Salary & Benefits:

- Salary is negotiable and will be based on experience and qualifications
- Comprehensive health benefits
- Vehicle allowance provided (*if using your own vehicle*)
- Accommodation discounts are available on rental housing provided through Progressive.

How to Apply:

If this position is for you, please submit a PDF copy of your resume and cover letter to: ppmcareersyxe@gmail.com.

In the subject line please quote: "Handyman and Groundkeeper".

We thank all those who apply, but only those selected for an interview will be contacted.