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## ABC Housing Co-operative

# Maintenance Designates, Staff or Maintenance Company - Job Description

### Source of authority

- accountable to the board,
- reports to the board, and,
- may be removed by the board.

### Purpose

To effectively maintain the buildings and its units to ensure the maintenance and upkeep of co-op property, including emergency, general, preventive, annual and long-term maintenance needs.

### Duties and responsibilities

#### Coordination/Implementation

1. Adhere to and conduct maintenance needs as required by the Maintenance Policy.
2. Adhere to and conduct maintenance needs as required by the Purchasing and Repairs Policy
3. Review requests for improvements or alterations to units and make recommendations to the board as required. Adhere to and conduct maintenance needs as required by the Paint and Alterations Policy
4. Coordinate maintenance for move-in and move-out as per the co-op policy.
5. Coordinate with members or volunteers for access for maintenance work

#### Finance / Planning

6. Monitor maintenance operating, replacement reserves and capital expenses regularly.
7. Develop the draft annual maintenance and capital budgets for board review/approval.
8. Develop and implement a long-term maintenance plan.



## Confidentiality

9. Keep confidential all applicants' and members' personal information, except where that information is required by the board or other individuals to carry out their maintenance-related responsibilities.
10. Must sign the confidentiality agreement stating that they understand and will abide by the rules and regulations of the provincial Personal Information Protection Act.

## *Referenced Documents and Relevant Resources*

- Confidentiality agreement

Effective date May 15, 2025