

On-Site Building Manager Job Description

Subject to the direction of the management company appointed by Homburg and QCC#10, the Employee's duties and obligations include but will not be restricted to:

- **Maintaining physical operations by conducting inspection of grounds, buildings; obtaining bids; contracting for and supervising landscaping, repair, overseeing repairs; completing and monitoring contracts; co-ordinating requirements with city and service providers such as telephone, electric, water, planning renovations, moving companies.**
- **Maintaining financial status of the condominium unit by having input into forecasting requirements; preparation of annual and long-term budgets; monitoring variances; identifying trends; recommending actions to board; controlling costs; identifying current and future community requirements by conducting surveys and discussions with residents.**
- **Resolving resident dissatisfaction by investigating complaints; implementing appropriate solutions; enforcing the terms of the declaration, by-laws and rules and regulations which may be amended from time to time; securing the building by establishing and enforcing precautionary policies and procedure; installing and maintaining security devices and lighting; contracting with monitoring services; responding to emergencies; consulting with the Board with respect to any changes to by-laws, rules and regulations.**
- **Maintaining common areas of the condominium unit and guest suites; facilitating guest suite bookings, and collecting payment for same.**
- **Updating job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations; being familiar with the terms of the PEI Condominium Act, the declarations and by-laws of the Corporation including the common elements rules.**
- **Enhancing community reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.**