



# APOLLO

## PROPERTY MANAGEMENT

## JOB DESCRIPTION

**POSITION:** BUILDING MAINTENANCE / REPAIRS

**LOCATION:** Apollo Property Management

**DIVISION/DEPARTMENT:** Various Properties, Ottawa East to West

**JOB DESCRIPTION:** Reporting to the Senior Service Manager, the Building Maintenance & Repair Clerk is responsible for providing planned preventative maintenance, unscheduled maintenance and proposed improvements. The Building Maintenance & Repairs Clerk will provide our clients with excellent maintenance services, as well as:  
Ensuring efficient use of energy within the buildings in present usage context and in proposed renovations and retrofits. Participates in development and continuous improvement of internal service delivery processes Initiating required action to deal with immediate needs  
Maintain all building records in an organized manner (i.e. Purchase Order, reports, etc.). Prepare log sheets, operational checklists, etc. Serving as part of an on-call rotation for Apollo Property Management

Candidates interested in applying for the position should have the following skills and qualifications:

- Minimum 2 years experience in a property operations environment
- Knowledge of operation of mechanical systems, and how building maintenance and operation integrate with commercial administration in assessing and allocating costs to tenants
- Knowledgeable in the operation of building automation systems
- Knowledge of the operational requirements of large chiller buildings

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