

Site Manager
JOB DESCRIPTION
Peel Condominium Corporation 122 (“PCC 122”)

Job Category: Site Manager
Site Description: Townhouse Condominium Complex
Job Type: Part Time - Independent Service Contractor
Compensation: Hourly
Hours: Monday to Friday – up to 3 hours per day as required
Location: On site - 7080 Copenhagen Road, Unit 91, Mississauga, ON L5N 2C9
Reporting To: Board of Directors (“BOD”)

Requirements:

- Valid CMRAO License to manage condominiums
- Intermediate to advanced computer skills using MSOffice and Outlook
- Experience and aptitude dealing with homeowners, tenants, contractors and general public
- Highly developed interpersonal, communication, time management and reporting skills
- Maintain the property in a manner acceptable to the BOD
- Ability to prioritize tasks, organize work areas and file paperwork in an orderly fashion
- Use initiative, cooperate and work successfully in a team environment
- Sense of urgency to complete tasks effectively and efficiently
- Valid driver’s license, own and drive a vehicle
- Act as back-up for Site Accountant when required
- Coordinate, attend and participate, in the monthly Board of Director meetings and the Annual General Meetings
- Maintain the confidentiality of all Corporate information
- Contribute to the successful management and financial economics of the complex

Office/Administration:

- Answer telephone, retrieve voicemails, respond to emails and inquiries promptly
- Collect and review mail and file relevant correspondence
- Prepare/process correspondence, work orders and reports
- Source quotes from suppliers, contractors, etc. and recommend appropriate vendors
- Ensure all contractors abide by Work Order Terms & Conditions and have required insurance or sign the Corporation’s Waiver
- Report and log all sensitive or controversial issues to the Board immediately by using BCC by email and immediately report emergencies to the Board
- Keep accurate records of events that involve disputes for potential legal investigation purposes
- Book minor services and emergencies without BOD approval up to a maximum of \$750 before tax and advise at least one Board member of such activities
- Purchase supplies for office, meeting hall and complex
- Maintain up-to-date owner information
- Create and distribute notices and news releases to unit owners
- Maintain resident and contractor files
- Suggest improvements to site management procedures and site areas
- Be onsite when window project or other major projects are in progress
- Collect all waste/garbage in the building and set out for pickup every week

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- Job Function Instruction Manual - Maintain an up-to-date, detailed manual of all job duties and activities with relevant passwords, websites accessed, contact names and coordinates, actions and processes required to complete each function. This manual is required for reference during potential critical/emergency situations and/or over the long term, as the case may be, to adequately provide a relatively seamless, continuous performance of this service
- Adhere to the Quality System Standard Operating Procedures (QSSOPs) of the Corporation

Site:

- Conduct a periodic walk around of the complex, note any irregularities, report concerns to the BOD
- Monitor quality of grounds contractor’s snow removal, request homeowners to move vehicles if required
- Conduct walk with grounds contractor to assess the grounds and ensure summer maintenance is completed properly
- Work with arborist to plant and cull bushes and trees as required
- Hire site authorized casual labor contractors to handle odd jobs as required
- Inspect all contractor work to ensure it is completed satisfactorily and approve payment
- Ensure satellite dishes are installed according to regulations
- Monitor vehicles in Visitor Parking and report any unusual patterns and illegal parking
- Distribute salt on icy areas
- Use own vehicle for any outside trips for PCC 122. Mileage will be reimbursed
- Coordinate all activities for the Meeting Room
- Do an annual spring walk around, record jobs to be done, arrange to complete all action items
- General housekeeping of Management Office and facility
- Other duties and activities as assigned by the BOD from time to time

Reports:

- **Activity Report** - Maintain a daily diary of activities and all incoming/outgoing calls
- **Site Manager’s Activity Report and Work Order Summary Report** - prior to each scheduled Board meeting prepare these reports that cover activities for the previous month and upload them to the “Next Board Meeting Documents” folder in the Dropbox one business day in advance of the meeting to be reviewed by the Board
- **Annual Event Calendar** – Complete monthly activities on this spreadsheet as required. Report the status at each Board meeting
- **Website Activity Report** - Update this template on a monthly basis and send to the web administrator to post on the website
- **Projects Report** - Advise Board on the status, progress/problems/completion of all projects
- **Inventory Report** - Maintain an up-to-date log book of PCC 122 tools, equipment and supplies and do a yearly inventory count
- **Accident/Incident Report** – Complete and file this report for all issues that occur on our common area property

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Meetings and Functions:

- **Board of Director Meetings:** submit required reports, attend as required to present the month in review

- **Annual General Meeting (“AGM”):**
 - Set up and dismantle the meeting room
 - Create Notice of Meeting sign and install at front driveway entrance one week in advance of meeting
 - Distribute Preliminary Notice of Meeting package to homeowners as required
 - Distribute Notice of Meeting package to homeowners in advance of meeting
 - Provide advance maintenance information to the President for the President’s Report at the meeting
 - Attend meeting, sit at head table and be prepared to answer questions from the audience relating to all site management issues

- **Meeting/Party Room:**
 - Manage all administration involved with rental of the Meeting/Party Room
 - Meeting Room Rental Contract/Terms of Agreement to be signed
 - Ensure both the rental cheque and deposit cheque are signed along with the contract
 - Arrange for the cleaning of facilities prior to each event
 - Ensure there is no damage to the premises or fixtures, that the fire extinguishers have not been tampered with and that no cleaning or waste removal is required before returning the deposit cheque to the renter

Canadian Condominium Institute (CCI)

Condominium Authority of Ontario (CAO)

Condominium Management Regulatory Authority of Ontario (CMRAO)

- Be familiar with all aspects of the above organizations
- Access their websites for forms, training info, license renewals, newsletters, etc.
- Attend various information courses relating to condo management activities (with Board approval)
- Inform the Board of upcoming conferences, training courses and activities when email notifications are received
- Arrange registration and payment for those attending conferences and training events
- Complete forms that are required to be distributed to residents on a regular basis (with Board approval)
- Keep up-to-date with new and updated forms that are introduced on the websites
- Renew management licenses on time to avoid penalties