

## Live-In Caretaker

Location: Mt Washington, BC (Comox Valley)

Company: Paradise Ridge Strata Corp

Position Type: Full-Time

Salary: \$43,500 per year + accommodation

### **Position Overview**

Paradise Ridge Strata Corp is seeking a reliable and diligent Live-In Caretaker to oversee the day-to-day maintenance and overall condition of the property. This role requires a hands-on individual capable of managing cleaning, maintenance, and seasonal demands associated with a mountain environment. The successful candidate will be provided with a two-bedroom suite, along with a salary that includes basic cable, internet, and phone allowance.

### **Key Responsibilities**

- Maintain the overall cleanliness and condition of the property, including exterior doors, windows, and common areas
- Perform routine cleaning of hallways, stairwells, parkades, and shared spaces
- Carry out minor repairs and general maintenance, including basic carpentry, painting, and building upkeep
- Coordinate and oversee contractors for major capital projects and specialized maintenance
- Obtain quotes and purchase materials as approved
- Ensure common property systems are maintained, including drains, gutters, and exterior areas
- Conduct regular inspections of roof areas and building components for damage, debris, and water accumulation
- Perform snow clearing of walkways, entrances, stairwells, and emergency exits
- Monitor for ice-related hazards and maintain safe access throughout the property
- Monitor snow accumulation on roofs and report potential load concerns
- Ensure emergency access routes remain clear at all times
- Monitor building systems for freeze risk, including exposed piping and mechanical areas
- Respond to frozen or burst pipes and maintain appropriate building temperatures
- Operate and maintain snow removal equipment and basic tools
- Perform routine checks and minor maintenance on equipment
- Clean and maintain pool and spa facilities in accordance with required schedules
- Conduct regular inspections of fire safety systems, emergency lighting, and related equipment; report deficiencies promptly
- Coordinate required inspections with appropriate authorities
- Increase oversight of property conditions during peak periods, including managing garbage overflow and common area use
- Record and report incidents, maintenance issues, and safety concerns to management
- Maintain a professional appearance and conduct while on duty

## **Qualifications & Requirements**

- Pool Operator Level 1 certification preferred (training can be provided)
- Strong attention to detail and ability to prioritize tasks effectively
- Knowledge of basic building repairs and maintenance
- Strong communication and organizational skills
- Ability to work independently and as part of a team
- Flexibility to work evenings, weekends, and holidays as required
- Physically capable of performing manual labour
- Working knowledge of safety procedures and regulations

## **How to Apply**

Please submit your resume along with a brief cover letter outlining your relevant experience.