

Building Maintenance Technician

Alluvia Real Estate

Alluvia Real Estate, founded in 2017, is a Québec-based company dedicated to excellence in property management and development. We aim to be one of Canada's top real estate developers and managers, recognized for its values, and commitment to our tenants, our people and our communities. We are committed to delivering outstanding service across our real estate portfolio. Join our team and be part of a dynamic organization that values innovation, collaboration, and continuous improvement.

Job Summary

Job Title: Building Maintenance Technician
Location: Dorval, Québec
Reports To: Director, Property and Project Management

Reporting to the Director, Property and Project Management, the Building Maintenance Technician will oversee the day-to-day operations of one of the portfolio buildings located in Dorval. Responsibilities include performing maintenance and minor repairs on building, grounds and equipment, monitoring work of contractors and ensuring adherence to rules and regulations for an office building.

Key Responsibilities

- Perform general building maintenance and minor repairs (e.g., painting, plastering, carpentry, plumbing, carpet and tiling).
- Conduct preventive maintenance on HVAC, plumbing, mechanical, fire protection, and life safety systems.
- Perform inspections of common areas and ensure cleanliness and safety of public spaces.
- Respond to and complete work orders / tenant service requests as assigned and emergency calls, including outside business hours (occasionally). Including changing lights, general maintenance, heating/cooling.
- Coordinate and monitor work of contractors, vendors, and service providers.
- Ensure compliance with building standards, safety regulations, and internal policies.
- Maintain inventory, equipment, and cleanliness of maintenance rooms.
- Issue access cards and manage building security.
- Perform seasonal tasks such as snow removal and spring cleaning.
- Monitor contractors to ensure adherence to building guidelines.
- Available on call for after-hours emergencies.
- Represent the company professionally and maintain good relations with tenants and stakeholders.
- All other related tasks.

Qualifications

- High school diploma or equivalent (DEP in Building Maintenance is an asset).
- Minimum 3-5 years of experience in building maintenance, preferably in commercial and industrial environments.
- Valid driver's license and ability to travel.
- Strong customer service and communication skills in French and English.
- Understanding of building mechanical, electrical, plumbing, HVAC, and security systems.
- Knowledge of building and fire codes, safety regulations, and WHMIS procedures.
- Experience in preventive maintenance.
- Strong manual dexterity and mechanical aptitude.
- Ability to lift up to 30 kg and work in physically demanding environments.
- Proficient in using basic computer applications (*Word, Outlook, Excel*).
- Self-motivated, team-oriented, and customer service focused.

Benefits

- Competitive salary and attractive compensation package.

Candidates are asked to please submit their CV to resume@alluvia.ca

All enquiries and nominations will be kept in strict confidence. Only candidates who have been selected will be contacted.