

Briarlane



*Rental Property
Management Inc.*

Live in Site Superintendent

Location: Kitchener, ON

Start Date: February 1, 2026

Position Overview:

Looking to hire a live-in site superintendent to oversee the cleaning and onsite maintenance activities for residential buildings.

The Building Superintendent is responsible for the daily operation, maintenance, and oversight of a 50-unit residential property consisting of one 40-unit apartment building and two 5-plex buildings located on the same site. This is an **on-site, live-in position** requiring the Superintendent to reside at the property.

Responsibilities:

- Responding to emergencies;
- Performing routine inspections and minor repairs, cleaning and maintaining common areas and exterior grounds;
- Preparing vacant units for occupancy;
- Coordinating leasing tours and move-ins/outs;
- Supervising contractors;
- Managing work orders and approved purchases;
- Maintaining detailed logs and reports;
- Enforcing building rules;
- Communicating professionally with tenants and property management.
- The Superintendent must be available to respond to after-hours emergencies in accordance with Employer policies.

Qualifications:

- Must have a minimum of three (3) years of residential building superintendent experience;

- Strong organizational skills, attention to detail, reliability, and a commitment to safety, service, and professionalism.

What we offer you:

- Salary of \$31,000 to \$32,500
- 1-Bedroom unit
- Rental commission
- 2 weeks of vacation

How to apply:

Please forward your resume and reference the position you are applying to tmurray@briarlane.ca. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.