

Building superintendent essay examples

[Countries](#), [Canada](#)



Dear Tenants:

It is my pleasure to be serving you as your new condominium superintendent. I wanted to take this opportunity to formally introduce myself, explain my objectives and provide you with my contact information.

The main goal of my position is to serve you – the tenants of this community. I come to this position with extensive experience in building operations. For 20 years, I served as a program manager in the manufacturing sector area where my skills as a mechanical engineer were put to use. In my most recent position, I served as the building operator with Bentall Kennedy in Toronto, Ontario. Prior to this, I was a machine operator with Magna International in Toronto, and worked in customer service for three years (2005-2007) with Petro Canada Barrie.

My customer service skills were also developed during my time in the automobile industry. As an engineer, I developed, coordinated and monitored all aspects of launching the first and largest factory for producing mufflers in the Middle East. I worked on teams from many car companies, including General motors, Mercedes, Hyundai, Kia, and Suzuki in setting up new models in Egypt. Also, I served as the main supplier for exhaust systems as OEM (Original Equipment Manufacturer) and aftermarket for 15 years.

In these roles, a big part of my job was overseeing and following up the work with engineers and contractors, a skill which will come in handy as your Superintendent. As an engineer, I am quite familiar with the management of the operation and maintenance procedures for buildings and communities.

My formal education includes a bachelor's degree in manufacturing engineering from Alexandria Engineering University in Egypt, as well as an engineering technician diploma (BES Class I and II) from Seneca College. At Seneca, I specialized in mechanical building engineering technology. I also hold licenses with OACETT (#866487) – American Society of Heating, Refrigeration and Air-Conditioning and ASHRAE (#8187538) – Canadian Automatic Sprinkler Association (CASA). Professional memberships include the American Society of Mechanical Engineers and Ontario Association of certified Engineering Technicians and Technologists.

As your superintendent, I look forward to helping to create a community which operates at peak efficiency. I believe that I have the art of blending technicality with creativity. I will use our in-house resources effectively, but always aim to find the best alternative to solve problems within our community. I like to think of myself as an energetic solution finder and a “can-do” type of building operator.

I am available to be your service as often as possible, which will include working several shifts, as well as weekends. If you cannot find me immediately, please feel free to call my cell. I can also be reached by e-mail (.). If you get a moment, please feel free to view my website.

It is my intention to provide you with a healthy, secure, and safe life as a member of our community. I will do my best to reach these goals. Of course, I will need your help to achieve this and ask for your cooperation. Please be reminded to follow the building rules. This will help to ensure a more

pleasant existence for all of us. If you have a question about our rules and regulations, please contact me.

I look forward to serving you as our building superintendent. In the coming weeks and months, I will be stopping by your home to introduce myself on a more personal level. Please make me aware of any problems you may be having in your unit.