



Property Manager (Union Excluded)

Reports To: Director Of Operations and Senior Property Manager.

Job Summary

The role of Property Manager is to ensure that all Community Builders Housing and Shelter sites have well maintained, clean living spaces.

Functions & Responsibilities

Building Inspections:

- Tour each multiple site one-two times a week (more if issues are needed). Walk the full perimeter including alley, outside, basements and storage areas/closets. Use weekly walk through forms and file a copy.
- Take pictures of any building issues and send them to senior mgmt to advise on. Also send pictures and an update of building conditions/issues to the site manager and also senior mgmt after every walk through.
- Check that building coordinators are updating the maintenance database and prepare work order for the maintenance team daily.
- Be aware of all Annual City Inspections for each property and ensure all violations are fixed and ready for reinspection as quickly as possible.
- Attend all City Inspections.

Maintenance:

- Touch base with the maintenance team about each building on a daily basis..
- File Warranty Claims as needed, at all Modular Housing sites and ensure compliance for all warranty issues are being met.
- Ensure maintenance staff are following WCB work alone policy if moving from site to site
- Arrange all contractors (ie plumbers, landscapers, electricians etc.with approval from senior management)

Education, Training & Experience

- Grade 12, plus at least one related vocational training such as a building maintenance course or certificate
- Two (2) years recent related management experience. Or an equivalent combination of education, training and experience.
- Valid Drivers Licence on their own personal vehicle

Skills & Abilities

- Ability to remain calm under pressure
- Ability to commute from site to site on their own vehicle
- Able to work independently with minimal supervision

- Ability to communicate effectively, both verbally and in writing
- Ability to organize and prioritize
- Ability to analyze and resolve problems.
- Ability to respond and organize emergency companies in response to fire, flood etc.
- Ability to follow established policies and procedures.