



Job Posting – JPAD18-03

Project & Maintenance Manager

28A Albert Street, Oshawa, ON

ABOUT DURHAM REGION NON-PROFIT HOUSING CORPORATION:

Durham Region Non-Profit Housing Corporation is a social housing provider for the Region of Durham. It provides homes to tenants with low and moderate-incomes in approximately 1128 units throughout 18 residential properties. Our portfolio includes 7 high-rise and 11 low-rise townhome sites throughout the Region.

The mission of Durham Region Non-Profit Housing Corporation is to help meet the housing needs of the Region's diverse population through the provision of a practical, well-maintained and affordable housing portfolio integrated within the community. The Corporation assists with related services to support residents in their housing.

JOB DESCRIPTION:

Durham Region Non-Profit Housing Corporation is seeking a highly motivated individual for a Project and Maintenance Manager position. As the Project and Maintenance Manager, you will work as a member of the Buildings and Capital Asset team to assist with the Corporation's capital renewal and maintenance needs. Core responsibilities of this position primarily include: Capital Asset and Maintenance planning, project implementation, procurement, sourcing and development of grant funding streams, energy efficiency development and tracking, budget monitoring, maintaining and updating asset management software, and support to senior management. The Project and Maintenance Manager is responsible for two direct reports and is accountable directly to the Manager of Buildings and Capital Assets.

CANDIDATE PROFILE:

Knowledge is required to understand the functioning of all system's in commercial, office, institutional and residential buildings with a focus on sustainability. The candidate in this role will have a background or combination of experience in engineering, project management, building sciences and/or related trade experience:

- Engineering Degree
- Building Environmental Systems Operator I, II
- Trade Certificate
- PMP Certification
- Computer efficiency – MS Office, Project Management software

The candidate will have excellent people-, finance management and organizational skills, the ability to lead and work as part of a team, able to communicate effectively, both in writing and verbally, and the ability to prioritize workloads with sound judgement. A Customer Service focus and respect for confidentiality is a must as well as professional conduct and safe working practices.

Regular hours of employment are Monday to Friday 8:30 a.m. to 4:30 p.m.; travel throughout Durham, some after hour and weekend work and participation in on-call rotation required.

As an employer, Durham Region Non-Profit Housing Corporation is committed to build an organization that reflects the diversity of our tenants and communities we serve. We encourage applications from qualified individuals who represent diverse communities.

If you require accommodation at any time throughout the application process, please let us know.

We thank all applicants; however, only those being considered will be contacted

Please submit your resume and cover letter as soon as possible to:

Ana Popadic, Executive Assistant

Email: drnphc@durham-housing.com Fax: 905-436-5361

Durham Region Non-Profit Housing Corporation

28A Albert Street, Oshawa, ON L1H 8SC

Please quote the job posting number with your submission

Celebrating Over 30 Years of Service