

**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 Property Manager Position. The property Manager is accountable directly to the Manager of Buildings & Capital Assets and responsible for managing a staff of approximately 4 – 8 site superintendents. The Property Manager is accountable for the overall day to day operations of various properties in accordance with company policies and procedures. This position is privy to the strategic, business, and operational plans; financial performance goals, objectives and business results for the Corporation. Strict adherence to all corporate policies and procedures including those governing confidentiality, privacy, conflict of interest and intellectual proprietorship is expected of this position. Core Functions of this role are: Participation in preparing annual capital and site operations budget, preparation of reports for senior management and the Board of Directors, establish and maintain positive tenant engagement and superior customer service, coordinate with Tenant & Housing Services to fill vacancies and provide re-rental date, authorizing expense payments, and purchasing within approved authority and limitations, work order planning and management, monitoring and ensuring timely and effective repairs performed by staff and contractors and ensuring compliance to all relevant legislation such as Fire Code, Ontario Building Code, H&S, and WHMIS.

**CANDIDATE PROFILE:**

The person in this role will have a background or combination of experience in Social Services, Business Administration, Building Science and/or five (5) years' experience in residential Social Service and/or Property Management field.

- University and/or College Diploma: Social Services, Business Administration, Building Science
- Property Management Accreditation (IHM/RCM)
- Minimum 5 years' experience in a supervisory role preferably in a unionized setting, within the property management field (ideally social housing)
- High attention to detail, Strong technical, financial, analytical, organizational, and managerial skills including conflict resolution
- Valid driver's license, reliable vehicle and adequate insurance
- Satisfactory Police Security Clearance for Vulnerable Sector
- An understanding of the fundamental premise that the building is a system in which heating, air conditioning, refrigeration, ventilation, electrical power, lighting, water and air supply are not separate isolated courses but are connected and interdependent.
- Knowledge is required to understand the functioning of all system's in commercial, office, institutional and residential buildings with a focus on sustainability.
- Knowledge of the Residential Tenancies Act and Housing Services Act
- Computer efficiency – Advance knowledge of MS Word, Excel, internet and email applications
- Knowledge of operational procedures, construction, general maintenance, and contract negotiation.

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](mailto: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**