



Job Posting JP21-01-01 – EXTERNAL POSTING Property Manager

DRNPHC is looking for two (2) **Property Managers** for permanent positions.

We are interested in hearing from you if:

- You are looking for a new challenge;
- You are able to work independently while supporting a shared vision of providing practical, well maintained, and affordable housing;
- You are knowledgeable about cleaning, maintaining and operating multi-residential residential buildings; and
- You like working closely with staff, tenants and community resources to meet the housing needs of the region's diverse population.

Target hiring salary \$55,000-\$65,000 (under review), medical benefits and offer a defined benefit pension plan (OMERS).

ABOUT DURHAM REGION NON-PROFIT HOUSING CORPORATION:

Durham Region Non-Profit Housing Corporation (DRNPHC) is a social and affordable housing provider in the Region of Durham providing homes to tenants with low and moderate-incomes in approximately 1200 affordable rental units throughout 21 residential properties. Our portfolio includes multiple high-rise and low-rise apartments and townhouse complexes throughout the Region.

ABOUT THE ROLE:

The Property Manager reports directly to the Director, Buildings & Capital Assets and responsible for managing a staff of approximately 4 to 6 Superintendent and a portfolio of between 400 to 600 units.

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.

Responsibilities will include but are not limited to:

Financial Management:

- Make purchases within the budget and in accordance with financial policies
- Monitor and approve invoices
- Authorizing expense payments within approved authority and limitations
- Participation in preparing annual capital and site operations budget
- Scheduling expenditures

Tenant/Administration:

- Monitor site purchases

- Prepare reports for senior management and the Board of Directors, as requested
- Providing supporting documentation, where necessary
- Establish and maintain positive tenant engagement and superior customer service
- Respond to tenant concerns and managing crisis and/or emergency situations
- Approving invoices for payment
- Ensure tenants abide by their lease obligations and address violations
- Co-ordinate with Tenant & Housing staff for filling vacancies and providing re-rental dates
- Issue notices to tenants
- Represent the Corporation at the Landlord and Tenant Board
- Appraising, motivating, disciplining & coaching staff

Property Management:

- Monitoring preventative maintenance programs
- Monitoring and ensuring timely and effective repairs performed by staff and contractors
- Maintain assigned properties, and ensure contracting with landscape and snow removal services are scheduled
- Timely response to tenants' requests for repair work in units
- Investigating and resolving building issues and tenant complaints
- Report to senior management regarding on-going maintenance issues
- Inspecting rental units, common areas and grounds as required
- Conducting fire drills, move-in, move-out, and annual unit inspections
- Ensuring compliance to all relevant legislation such as Fire Code, Building Code, Health & Safety and WHMIS
- Liaison with Law Enforcement
- Enforce occupancy policies and address violations
- Monitor building systems
- Arrange, oversee, and approve sub-contractors' work
- Support, train, mentor and Supervise staff including Property Superintendents
- Travel throughout the Region of Durham
- Upkeep and ensuring the property is maintained in an optimal state of cleanliness and repair.

The ideal candidate will have:

- University and/or College Diploma in Social Services, Business Administration, Building Science and /or five (5) years' experience in residential Social Services and/or Property Management field
- Property Management accreditation ex/ (IHM/RCM) (or in process of completing)
- Minimum 5 years' experience in a supervisory role preferably in a unionized setting within the property management field (ideally social housing)
- Knowledge of the *Residential Tenancies Act*
- Excellent interpersonal, verbal communication, report writing and facilitation skills
- Proven ability to work with a diverse tenant population and ability to embrace and promote diversity
- Intermediate to Advance knowledge of MS Office, internet and email applications and Property Management Software (Insite/Yardi).
- High attention to detail, strong analytical, organizational and problem-solving abilities
- Knowledge of operational procedures, construction, and general maintenance
- Experience in procurement and contract negotiation to ensure good value for dollar in all purchases
- Strong technical, financial and managerial skills including conflict resolution
- Experience and comfort managing a portfolio across a wide geographic area

The Successful candidate must:

- Have a valid driver's license, reliable vehicle and adequate insurance
- Provide a Satisfactory Police Security Clearance for Vulnerable Sector
- Be available for scheduled rotational on call coverage

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.

Accommodation for a disability will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting Human Resources (careers@durham-housing.com), who will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.

HOW TO APPLY:

Please submit your resume and cover letter to:

Human Resources

Email: careers@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 (JP21-01-01) in the subject line with your submission.

Posted Externally: January 11, 2021	External Posting End Date: January 29, 2021
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