

## JOB POSTING

<b>Job Title:</b>	<b>Property Manager</b>	<b>Status:</b>	<b>Full Time</b>
<b>Location:</b>	<b>Based out of Surrey or New Westminister</b>	<b>Posting #:</b>	<b>22-045</b>
<b>Hours:</b>	<b>40 hours/week</b>	<b>Closing Date:</b>	<b>May 16, 2022</b>
<b>Schedule:</b>	<b>Weekdays based on operational needs</b>		

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The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

**We are recruiting for a Full Time, Property & Facilities Manager.** Reporting to the Director, Finance, the Manager is responsible for the building maintenance operation and record keeping of EFry's 2 residential apartment buildings and 12 bed-based residential program sites/buildings. The Manager ensures locations are maintained for the safety and dignity of clients and staff. As needed, capital replacement, repairs and renovations are completed, and records maintained. Routine scheduled health and safety maintenance and routines are managed and tracked. Duties include scheduling all regular, ongoing building and vehicle maintenance, and ensuring identified deficits are addressed in a timely manner. The Manager works closely with EFry maintenance staff and program location supervisors to ensure facilities and operations are in accordance with EFry policy and the Building Code. This is a new position and will be closely involved in the development of procedures and implementation of processes to provide accountability, transparency, and efficient operations. The Manager will work closely with department directors to ensure coordinated, uninterrupted client service and the health and wellbeing of all parties.

### **KEY RESPONSIBILITIES:**

Direct the delivery and management of affordable housing, including:

- Maintain occupancy and tenancy of EFry residential housing units in keeping with the Residential Tenancy Act. Prepare vacant units for occupancy. Conduct or facilitate viewings and move-in inspections. Maintain records of tenant agreements, tenant relations, written communication, and timely collection and submission of rental revenues.
- Conduct as needed, income reviews for rent-geared-to-income apartment units in keeping with BC Housing High Income Limits. Provide tenants notification of assessed annual unit rental rate.
- Represent EFry with the Residential Tenancy Branch as needed and conduct rental housing operations in keeping with the Residential Tenancy Act regarding tenant management, legal notices, Notice to Vacate, Orders of Possession, and other related activities.
- Monitor and adhere to annual maintenance and capital budgets for buildings and vehicles. Prepare annual budget recommendations.
- Develop and monitor a regular maintenance schedule to provide for ongoing operations (ie. fire system inspections, elevator inspections, vehicle maintenance and snow tire installation and removal), planned capital improvements, replacement, and renovations. Schedule work assignments and repairs as needed.

- Review monthly site health and safety inspection reports and ensure identified deficits are addressed in a timely manner.
- Coordinate and prepare work orders per maintenance and program supervisor requests, verify completion and coordinate service payments.
- Coordinate emergency on-call schedules of maintenance staff and act as a backup as required.
- Maintain a working knowledge of applicable legislation, housing agreements, EFry policies and practices.
- Participate in the development of policy and procedures related to the orderly management and operations of EFry program sites.
- Participate in the development and management of applicable program budgets.
- Participate on internal and external special projects and/or committees.
- Performs other related duties as required.

**QUALIFICATIONS:**

- Completion of a property management certificate recognized by the BC Financial Services Authority, or a bachelor's degree or equivalent in a related discipline such as Business Administration.
- Knowledge of repairs, construction, the building code, and municipal bylaws.
- Minimum of 3 years previous experience in property management including tenant relations under the Residential Tenancy Act.
- Knowledge of property replacement schedules and building maintenance lifecycles.
- Willingness and ability to undertake all functions related to tenancing and maintaining EFry's residential housing projects.
- Excellent communication and interpersonal skills both written and verbal.
- Ability to work effectively with EFry maintenance staff, financial services team, and other employees and influence the actions of others.
- Systems thinker and ability to maintain detailed records.
- Proficient in MS suite products and ability to learn and master new software applications.
- Ability to lift up to 30 lbs.

**MANDATORY JOB REQUIREMENTS:**

- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccinated status.
- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- Ability to obtain Enhanced Federal Reliability Status.
- Valid driver's license (Class 5) with a satisfactory driving record.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to [hr@elizabethfry.com](mailto:hr@elizabethfry.com) by no later than May 16, 2022, with the subject line PM 22-045.

**We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.**