



VANCOUVER NATIVE HOUSING SOCIETY

Job Posting: Property Manager

Location: Vancouver, BC

WHO ARE WE?

Vancouver Native Housing Society's mandate is to provide safe, secure and affordable housing. Although our original and ongoing mandate is to focus on the housing needs of the urban Aboriginal community we have expanded our operations to include housing solutions for seniors, youth, women at risk, persons living with mental illness and the homeless and homeless at-risk populations.

Our culture provides the opportunity for employees to enhance our mandate, embrace the indigenous culture, work with partners and stakeholders to develop and execute programs and initiatives for the betterment of residents, making a difference in the community.

WHO ARE YOU?

We are looking for a dynamic individual to join our team and lead all aspects of property management for a complex property portfolio. This person is excited about the opportunity to work within the urban indigenous community and with community partners to reach VNHS' mandates.

Key Duties and Responsibilities:

For every building within the assigned property portfolio, the Property Manager:

- Schedules annual suite inspections, identifies tenant-related maintenance or non-compliance with tenancy agreement(s)
- Works within the governing framework of the Residential Tenancy Act, Societies Act, Small Claims and Supreme Court applications to effectively move cases and issues forward
- Recommends major capital projects while providing rationale
- Supervises the daily operations of buildings, site staff and contractors; ensuring that the work is completed efficiently and meets VNHS standards of maintenance and repair
- Participates in the talent acquisition, hiring process, training and development and performance management of direct and indirect reports
- Organizes and facilitate regular visits to each building to identify maintenance requirements
- Ensures that all buildings and grounds comply with local bylaws, permits, regulations and building codes
- Ensures that building maintenance is conducted according to the requirements of warranties and guarantees
- Prepares or instructs the Property Portfolio Administrator or Maintenance Coordinator to prepare work orders to address identify maintenance problems
- Prepares scope of work, or have scope of work prepared by technical advisor(s), and negotiates contracts for all work performed by outside agents
- Oversees contractors on-site inspecting and identify deficiencies in their work if applicable
- Inspects maintenance projects to ensure compliance with WorkSafe BC requirements and to ensure all required manuals, plans, policy manuals, etc. are accounted for and up to date



- Provides monthly portfolio reports and coordinate budgets with senior management
- Keeps up to date on current trends in property management, social housing, residential tenancy legislation and other relevant fields and ensures that all VNHS property managers are informed of such trends
- Works with partners and stakeholders to develop and execute programs and initiatives for the betterment of residents and program consumers
- Liaises with resources and community support providers to guide residents in need to those supports when appropriate
- Performs other duties as assigned.

Qualifications

- Certificate or Diploma in Property Management or related field
- Diploma related to the area of building maintenance and construction
- Five years' experience in a property management environment (e.g. in social housing) including direct experience working in and with construction trades/maintenance and in conducting building and project inspections
- Valid BC Driver's Licence / Mode of Transportation
- Valid first aid certificate

Key Skills and Abilities

- Excellent communication (verbal and written), interpersonal and customer service skills
- Demonstrated work experience in providing supervision and work direction to building managers and contractors
- Demonstrated ability to resolve work related conflicts and problems immediately on site
- Knowledge of and experience with word processing, spreadsheet, database software and property management programs
- Thorough understanding of the principles and practices of residential property management services in particular relating to affordable housing delivery
- Extensive knowledge of the Residential Tenancy Act and rules and regulations, policies and procedures related to social housing management
- Sound knowledge of facility management and building maintenance practices
- Demonstrated ability to direct complex tasks of contracts, sub-trades and building managers
- Ability to interpret program funding requirements to residents and program participants
- Ability to analyze financial reports to identify trends, corrective measures and budget overages or surpluses
- Ability to prepare and write reports and letters
- Ability to organize the workload and maintain flexibility in an ever-changing environment
- Ability to work under pressure and, at times, in a difficult and challenging public environment

This position is a full-time position (37.50 hrs per week) Flexibility with hours may be required to meet operational deadlines. This successful candidate will be enrolled in our excellent Extended Health and Dental plan as well the Municipal Pension Plan after successful completion of their probationary period.

If you are interested in this position, please send a resume and cover letter with "Property Manager" in the subject line. Please note, while we would like to connect with all of our applicants for this position, only those chosen for an interview will be contacted.