



Job Posting #E035-96

Property Manager, Full Time – New Westminster

Salary: \$37.57 - \$38.75 per hour

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible and independent individuals. For more information about Lookout, please visit www.lookoutsociety.ca

Summary of Responsibilities

The Property Manager provides top-level and society-wide management of maintenance, renovations, repairs, purchases, equipment, personnel and standards for all Lookout facilities. The Property Manager liaises with the Facilities Manager and the Maintenance Manager and reports to the Associate Director to maintain, review, and update the Capital Plan, and to assist with development of new sites and facilities. The Property Manager is responsible for ensuring that all building records, plans, and information are centralized and up to date at all times. The Property Manager will create and enforce society-wide property management standards to ensure continuous improvement of the Lookout Society's building management. The Property Manager is an on-call position that responds to emergencies as they occur.

Scope and Complexity

The Property Manager's duties include the establishment and enforcement of society-wide standards in building and property management. They manage inspections, reserves, purchasing, rentals, renovations, capital assets, inventory control, and contractor payments. The Property Manager provides statistical documentation and reports on, financial controls, capital requirements and building expenses. They must evaluate Society assets and properties throughout development, including the design, construction, and operational phases of all Lookout facilities and account for these evaluations in the Capital Plan. These evaluations must account for inspection, planning, inventory, maintenance, repair, finance, and staffing needs. The Property Manager works independently to provide leadership within the Society and with contractors and must exercise judgement with regards to decisions made that may influence the future of the society.

Communications

The Property Manager works with management staff throughout the Society and provides regular reports to the Executive Team. The Property Manager will be called upon to liaise with outside contractors performing maintenance, construction and renovation work on behalf of the Lookout. The Property Manager will provide a monthly written report to the Deputy Executive. The Property Manager must maintain appropriate confidentiality with regards to all internal and external communications.

Duties and Responsibilities

- Establish and maintain society-wide policy regarding building maintenance and quality assurance to ensure full compliance with all regulations and needs.
- Identify needs with regard to fire and disaster plans and policies. Implement training and education.
- Perform routine inspections to ensure compliance with these policies.
- Create, manage and implement Capital Plans through assessment and evaluation of capital and repair needs.
- Maintain familiarity with annual replacement reserve for all Lookout facilities in accordance with budgets and the Capital Plan.
- Work with the Executive Team to support acquisition and maintenance of buildings and facilities.
- Manage, authorize and log purchases, quotes, work orders, bid requests, and expenses related to buildings, equipment, vehicles, and supplies.
- Create building budgets.
- Interview, hire, schedule, train, manage and oversee staff, volunteers, practicum students and contractors at all stages of work on building maintenance and modification in cooperation with the Deputy Executive Director.
- Maintain records, blueprints, plans and procedures for all Lookout buildings.
- Prioritize, negotiate, arrange and manage rentals, usage of space and resources, fees, and payments.
- Assist program staff to ensure units meet occupancy standards after any vacancies.
- Maintain full and adequate protections of private information.
- Responsible for complying with and contributing to all aspects of health and safety program
- To perform other related duties as required.

Qualifications:

Education, Training and Experience

- Two or more years of related post-secondary education or five years of recent experience in property management.
- Experience in working in a non-profit setting. Crisis Intervention Skills Training and/or BSW certification an asset. Property Management license is considered an asset.
- Minimum of two years' sobriety required. Must pass regular criminal records checks. Must be bondable. Must have own vehicle to pick up and distribute supplies.
- Must have two doses of COVID 19 Vaccine.
- Valid Class 5 Drivers' Licence
- Criminal Record Clearance

Skills and Abilities

- Ability to work independently and with minimal direction.
- Excellent verbal and written communication skills.



- Physical/mental ability to perform the duties of the job.
- Suitability to work in a diverse environment amongst disadvantaged and challenging adults.
- Detail oriented and organized
- Effective supervisory skills and ability to use judgment, tact and discretion.
- Clear understanding of client/worker boundaries.
- Proficiency in MS Office tools including Excel, Word and Outlook.
- Skilled in managing high workload with multiple priorities, and ability to work during significant level of interruptions.
- Research and analysis skills to investigate and resolve issues and recommend solutions.
- It's an asset to have property management certificate

TO APPLY: Submit cover letter and resume, and quote **Job Posting #** in subject line to:

Guang.Ma@lookoutsociety.ca

CLOSING DATE: Applications will be accepted until **July 9, 2024 at 5:00pm**

***Only those short-listed will be contacted. No phone calls please.**