

## **Job Posting #E030-21**

### **Property Coordinator, Full Time – Vancouver**

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](http://www.lookoutsociety.ca).

#### **Position Summary**

The Property Coordinator reports directly to the Property Manager and provides mid-level and society-wide supports to the property management team with all of Lookouts capital asset, operational and administrative requirements, and coordinates maintenance, renovations, repairs, purchases, equipment, and standards for all Lookout facilities. Duties also include: building inspections, coordination of contractors, inventory control, records, reports, and financial controls. The Property Coordinator works with the various managers and coordinators to provide leadership within the Society and exercises judgement with regards to decisions that may influence the future of the society. The Property Coordinator participates as a member of the management team by attending meetings and serving on committees as required.

Please note this position requires a valid Class 5 Drivers' Licence.

**Must have two doses of COVID 19 Vaccine**

#### **Duties and Responsibilities**

##### **Facilities Coordination / General Maintenance Management**

- The Property coordinator coordinates, monitors and collaborates with society leadership to establish and maintain a preventative maintenance system.
- In collaboration with the Managers and Coordinators, the Property Coordinator assists to maintain and implement, policies, procedures and building standards
- Monitors and tracks monthly inspections and fire drill reports and etc....
- Maintains product safety information and ensures compliance with Worksafe/WHMIS Standards
- Recommends ways to conserve energy and reduce costs society wide
- Assist in the coordination of the annual repair schedule as per the Society's Capital Plan
- Recommends to the Property Manager items for the annual maintenance budgets
- Maintains client files within the property portfolio and collect rents that are not attached to a program such as scattered houses and LEM properties
- Maintain full and adequate protections of private information
- Ensures security procedures followed
- Ensures Security systems maintained
- Notifies monitor station staff changes for emergency responses

##### **Skills and Abilities:**

- Collaborative approach to delivering and developing housing programs and services
- Ability to mentor staff and provide leadership in accomplishing objectives
- Demonstrates knowledge/familiarity/experience with related resources such as BC Housing Provider Materials

- Ability to function effectively as part of a team in a fast-paced deadline oriented environment
- Demonstrates ability to work with Marginalized and Indigenous individuals
- Demonstrates excellent planning and organizational skills
- Demonstrates strong time management skills with the ability to organize and manage workload with multiple priorities and various levels of emergency response
- Ability to foster strong working relationships with contractors, developers, agencies, public sector organizations, housing providers and other stakeholders to accomplish objectives
- Strong research, analytical, problem solving, conceptual thinking, planning and organizational skills
- Demonstrates ability to operate related equipment including good proficiency with computers, spreadsheets, SAP and Property Management Software
- Performs other tasks as required
- Ability to manage multiple issues and projects, co-ordinate work with others, keep senior management apprised of major issues and adapt to changing priorities

#### **Building Renovations & New Construction**

- Recommends capital items to Property Manager
- Review bids and proposals, recommends contractors, assists in negotiating prices for products and services. Monitors work in-progress, identifies deficiencies and follow up.
- Tracks all items needed for COA and PQI

#### **Purchasing**

- Acquires Property manager approval for purchases, Contractor and other quotes, replacement reserve or capital reserve items within spending limits
- Implements work orders & purchase orders
- Follows centralized purchasing policy. Authorizes or makes appropriate purchases according to policy

#### **Society Fleet Management**

- Oversees the Society fleet, tracks vehicle maintenance and service records, renews insurance and other licensing fleet requirements

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

[propertymgr@lookoutsociety.ca](mailto:propertymgr@lookoutsociety.ca)

**CLOSING DATE:** Applications will be accepted until **January 16, 2022 at 5:00pm**

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