

INTERNAL POSTING

Job Title:	Senior Property Service Coordinator
Status:	Full-Time, Non-Bargaining Unit
Hours:	37.5 hours per week
Salary Range:	\$30.57 /Hour
Reports to:	Senior Manager, Property Services
Posting Date:	2022-09-15
Application Deadline:	2022-09-29
Primary Location:	All Fred Victor Sites (145 Queen St E)

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at www.fredvictor.org.

Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Summary of the Job:

The Senior Property Services Coordinator is responsible for the day to day property management of Fred Victor Centre owned and managed properties, as assigned. The primary focus is to ensure the proper maintenance and repair of FVC properties while interacting positively with staff, community, tenants and volunteers.

This position is also responsible for the coordination of vendors and contractors, prioritization and delegation of work orders, ordering materials and supplies and responding to all forms of building emergencies.

This position will develop and maintain appropriate property management, preventative maintenance and maintenance operations systems and processes.

Responsibilities:

Portfolio Property Management

- Ensure all building systems and equipment are functioning at acceptable prescribed levels for all FVC sites.
- In consultation with the Senior Property Services Manager, ensure that preventative maintenance, corrective maintenance and other service contracts for FVC facilities are in place and complied with.
- Maintain facilities in accordance with health and safety legislation, the Ontario Building Code, the Fire Code, municipal bylaws and any other applicable codes and legislation.
- Act as liaison for vendors (electrical, mechanical, public utilities, etc.) and property management companies.

- Conduct monthly and semi-annual building inspections.
- Ensure all required permits and licenses are obtained and up to date.
- Prepare scopes of work and tenders, and obtain quotes and proposals for required work in compliance with best practice and FV procurement process.
- Act as a point of contact with the Toronto Fire Department, City of Toronto Building Department, Ontario Ministry of Labour and other officials that may be in contact with FVC concerning assigned portfolio.
- Maintain and monitor a database and/or filing system of work orders, property maintenance records, equipment inventories and other facility management records.
- Initiate and help to maintain “green” facility management practices.
- Provide back up and assist property services staff as required.
- Consult with stakeholders regularly to encourage a collaborative environment and to solicit feedback on performance.
- Participate in organizational committees and forums as required.
- Other duties as negotiated with the Senior Manager Property Services.

Financial Management

- Make purchases in accordance with budget, spending limit and FVC procurement policy.
- Process AP’s for assigned portfolio with the assistance of the Senior Property Services Manager

Human Resources and Supervision

- Attend regular staff meetings with portfolio Property Services staff.
- Ensure all FVC policies and procedures, funder requirements and government regulations are adhered to as they relate to the property maintenance and other department staff.
- File incident reports when required.

Administration

- Prepare monthly reports and annual unit inspection reports and others as required by the Senior Manager Property Services
- Maintain accurate and up-to-date e-filing for contracts, leases, reports, building components, and any other information related to the function of the position and department as it relates to the portfolio.

Qualifications:

- Facilities Management or Building Sciences from a recognized post secondary program or a secondary school diploma and equivalent experience.
- Knowledge of property management theory and concepts.
- Minimum of five years’ experience in property or facilities management in a not-for-profit setting.
- Ability to work independently; take initiative, and respond to emergencies.
- Strong organizational skills, ability to work in a busy environment, multi-task and prioritize.

- Knowledge of government housing programs and related legislation such as the Housing Services Act, Residential Tenancies Act, Ontario Fire Code and the Ontario Building Code.
- WHIMS Certification; First Aid; OH&S Supervisor training.
- Applied technical knowledge of building maintenance, construction, life safety systems, HVAC and elevator maintenance.
- Experience working in a community setting; understanding the issues of homelessness, poverty and discrimination and how these issues affect the lives of people living in poverty.
- A working knowledge of computer assisted facility management (CAFM) systems.
- Ability to use Microsoft Office® applications effectively.
- Exceptional interpersonal skills in order to develop and maintain effective relationships with tenants, community members, staff, volunteers, contractors, suppliers, and other organizations and regulatory bodies.
- Excellent written and oral communication skills.
- Drivers License Class G.

Working Conditions:

Staff will have a primary office however; they may be expected to travel to other FVC, depending upon portfolio assignment.

Regular exposure to unpleasant odors and unhygienic situations. Staff must adhere to safety procedures and protocols.

Exposure to Fred Victor Centre tenant and service users in crisis.

Staff will be expected to keep regular office hours; however, there may be situations where flexibility of the work schedule will be required. There may be some evening, early morning and weekend hours, due to participation in on-call rotation.

This work requires commitment and adherence to values, goals, policies and guidelines of Fred Victor.

How You Can Apply

Send your resume and an email describing why you want to be part of the Fred Victor Team by September 29, 2022 to pprince@fredvictor.org with "Housing Support Worker" in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

All candidates offered a position with Fred Victor from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.



Accessibility & Accommodation

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived-experience

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.