

## INTERNAL/EXTERNAL

**Job Title:** Manager, Property Services

**Position Type:** Permanent, Full-Time, Non-Bargaining Unit

**Number of Positions:** 1

**Rate:** \$62,731.50 to \$69,244.50 annual salary

**Vacation:** 4 weeks to start

**Benefits:** Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day

**RRSP:** RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation

**Hours:** 37.5 hours per week

**Supervisor:** Senior Manager, Property Services

**Posting Date:** January 6, 2023

**Application Deadline:** January 27, 2023

**Location:** 20 Palace St., Toronto

### Why Fred Victor?

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal but we believe, achievable.

The Manager, Property Services 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. The Manager is also responsible for the supervision of maintenance staff, coordination of vendors and contractors, prioritization and delegation of work orders, ordering materials and supplies and responding to all forms of building emergencies. The Manager will develop and maintain appropriate property management, preventative maintenance and maintenance operations systems and processes. The Manager will also prepare property budgets for their portfolio.

### Does this sound like work you want to be a part of?

We offer a supportive environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 60 programs and services and more than 21 sites, there are lots of opportunities to grow your career with us. Many members of the management team started in relief and front-line roles.

### What You Will Do (Position Summary)

#### *Portfolio Property Management*

- Ensure all building systems and equipment are functioning at acceptable prescribed levels for all FVC sites.
- In consultation with the Director, 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.) landlords and property management companies.
- Evaluate the performance of vendors and if necessary terminate contracts of under-performing vendors.
- Conduct monthly and semi-annual building inspections.
- Oversee capital repair and replacement projects according to the capital reserve plan.
- 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 the primary 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.
- Share on-call duties.
- 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 Director.

#### *Financial Management*

- Make purchases in accordance with budget, spending limit and FVC procurement policy.
- Process AP’s for assigned portfolio.
- Prepare and monitor operating and maintenance budgets for FVC owned and managed properties.
- Develop annual capital replacement budgets.

#### *Human Resources and Supervision*

- In conjunction with the Director, ensures the recruitment and training of property services staff in accordance with FVC human resources policies and procedures.
- Conduct regular staff meetings with portfolio Property Services staff.
- Plan and monitor staff work schedules.
- 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.
- Conduct probationary and annual performance evaluations for portfolio assigned staff.
- File incident reports and WSIB reports as and when required.

#### *Administration*

- Prepare monthly reports and annual unit inspection reports and others as required by the Director
- 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.

#### **What You Bring to the Team (Qualifications)**

- Degree, diploma or certificate in Property Management, 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.
- WHIMS Certification; First Aid; OH&S Supervisor training.
- Applied technical knowledge of building maintenance, construction, life safety systems, HVAC and elevator maintenance.
- Five years’ supervisory experience.
- Ability to develop and adhere to budgets.
- 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.
- 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.
- Driver's License Class G

### **Working Conditions**

- Staff will have their own office however; they may be expected to travel to other FVC sites, depending upon portfolio assignment. Company parking may not always be available.
- 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

### **Compensation and Benefits**

- For the Manager, Property Services position, Fred Victor offers a salary range of \$62,731.50 to \$69,244.50
- 4 weeks of vacation to start + 1 float day
- Generous paid sick leave allowance
- A comprehensive Dental, Extended Health and LTD group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- 6.5 % of your gross salary will be contributed to a group RRSP on your behalf after successful completion of probation; you will contribute 4% of your gross salary to the same RRSP
- Access to employee and family assistance plan

### **How You Can Apply**

Send your resume and an email describing why you want to be part of the Fred Victor Team by January 27, 2023 to Paul Prince (Senior Manager of Property Services) - pprince@fredvictor.org with **Manager, Property Services** 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.