



JOB POSTING

**Position Type: Full Time Contract to March 31, 2021. 35 hours per week plus one week on-call / month
Hours: Monday to Friday, 8:30 a.m. – 4:30 p.m.
Location: Toronto**

Mainstay Housing works with people living with mental illness and substance use issues who are deeply affected by poverty and provides them with housing, on-going support and greater opportunity to be part of a community. We are a private non-profit housing corporation, which owns and manages 41 buildings with over 900 units. We have an exciting opportunity for:

MANAGER, BUILDING SERVICES

This position reports to the Director of Property Management, and operates within a department team. It is a key leadership role in the Building Services department in which you will provide supervision and direction to Caretakers and Maintenance Workers. You will supervise contractors and staff ensuring the assigned portfolio of buildings meets required codes and corrective and preventative maintenance systems.

It requires a dynamic individual who is able to balance competing demands, work collaboratively with managers in all departments to achieve the mission and vision of Mainstay Housing in the context of the day-to-day work of the Building Services department.

You have thorough knowledge of property management in a residential setting.

You will use your superior organizational, time management, verbal, and written skills to monitor building and unit issues and facilitate solutions.

Qualifications:

- A degree or equivalent in the area of Property Management or related field,
- Five or more years of asset management experience in a residential setting,
- Previous supervisory experience in a unionized setting
- Strong working knowledge of building systems, operations including repair methods, materials and technology,
- A strong working knowledge of the *Fire Code, Building Code, Residential Tenancies Act, Occupational Health and Safety Act,*
- Demonstrated leadership skills and the ability to co-ordinate projects from inception to completion,
- Computer proficiency,
- Sensitivity to issues of mental illness and poverty and working with tenants in supportive housing

Based at Head Office, with travel required within the city to our various sites requires you to have a car in good working condition. Some tenant units are not smoke-free.

Starting Salary \$73,380 plus group health and dental benefits plan after 3 months

Resumes may be submitted to humanresources@mainstayto.ca

State Manager, BSD in Subject line.

Please ensure you are submitting one document only that will include both your cover letter and resume.

Only applicants to be interviewed will be contacted. **No phone calls please.**

Mainstay Housing is an environment that is characterized by respect, choice & inclusion. We strive to reflect the diversity of the community. We are committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise if you require any accommodation measures to ensure you will be interviewed

in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.