



## Job Posting Manager, Property Operations

### About Us

Nanaimo Affordable Housing Society (NAHS) is a non-profit charitable organization who develops and operates inclusive housing communities appropriate to supporting tenants in achieving and maintaining stability and wellbeing.

Founded in 1990, NAHS believes housing is a basic human right and that tenants should be treated with respect and dignity. NAHS further believes that all tenants deserve well maintained housing that is affordable, independent, safe and secure, and which promotes a sense of home and community. Visit <https://nahs.ca> for more information on the Society.

### The Position

Reporting to Senior Leadership and in accordance with NAHS's mission, strategic direction, principles and policies, the Manager, Property Operations is a working manager responsible to ensure the efficient, cost effective operation, maintenance and repair of the full portfolio of NAHS assets. Primary responsibilities include, but are not limited to, the following:

- Manage all property care, capital maintenance, capital planning and capital improvements for NAHS operated complexes
- Develop, implement, monitor and evaluate comprehensive preventative maintenance programs, annual operating budgets, and long-term asset management plans; bring forward issues and risk management concerns for review with Senior Leadership
- Lead the Property Operations team to successfully complete inspections, repairs and maintenance; work closely with Tenant Relations staff for coordinating in-unit access; coordinate with trades for major repairs; act in concert with senior leadership as liaison between BC Housing and contractors for funder-managed projects
- Serve as an active member of the leadership team; participate in long-term strategic planning; develop vision and implement approved strategic plans and processes for property operations and new project development in collaboration with Senior Leadership; research, analyze and recommend affordable housing management industry best practice and policies
- Other related responsibilities as required

## What You Bring

An innovative, collaborative, respectful and logical approach to providing excellence in full spectrum asset management of NAHS-owned properties. Highly developed leadership skills with an emphasis on building and maintaining productive and collaborative working relationships with colleagues, direct reports and key stakeholders. An enthusiastic, positive energy directed towards carrying out a diverse range of responsibilities. Flexibility, adaptability and capacity to positively meet the challenges and changes of a growing organization.

Preferred qualifications include:

### EDUCATION AND EXPERIENCE

- Degree or diploma in building technology plus a minimum of 5 years' experience in non-profit residential asset maintenance; or an equivalent combination of relevant education and work experience
- Senior level experience in team leadership and project management including negotiating and monitoring service contracts, overseeing construction trades and other contractors

### KNOWLEDGE

- Knowledge of multi-family housing, complex building systems, residential/commercial property maintenance, construction, job costing and cost control
- Sound knowledge of safe work practices as well as WorkSafeBC and other relevant regulatory requirements, standards, guidelines, policies and responsibilities
- Highly developed interpersonal communication, problem solving, organizational and conflict resolution skills; proficiency in a second language is an asset
- Proficiency in MS Office Suite; working knowledge of property management software and security technology preferred

### OTHER REQUIREMENTS

- Valid Occupational First Aid Certification, or equivalent
- Valid Driver's Licence and Clean Driver's Abstract
- Criminal Record/Vulnerable Sector Check
- WHMIS Certificate

## How to Apply

No phone calls please. Email your resume, cover letter and references along with salary expectations to [hr@nahs.ca](mailto:hr@nahs.ca). This posting will remain open until **4:00 pm September 25, 2020**, however applicants are encouraged to apply early as we require the position to be filled as soon as possible.

We thank all applicants for their interest, however only those meeting our requirements will be considered. Selected candidates will be required to participate in in-person interview(s), assessments and/or presentations.