

# Property Asset Manager

## The Neighbourhood Land Trust

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[The Neighbourhood Land Trust](#) (NLT) is a non-profit organization dedicated to protecting the affordability, diversity, and equity of Parkdale by bringing land into community ownership and control. NLT works to acquire and manage land, leasing it at affordable rates to eligible charitable partners who provide community benefits including affordable and supportive housing. Visit [www.pnlt.ca](http://www.pnlt.ca) for more information.

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<b>Job Application Deadline:</b>	March 29 <sup>th</sup> , 2021 at 5:00 pm EST
<b>Job Title:</b>	Property Asset Manager
<b>Reports to:</b>	Executive Director
<b>Work Week:</b>	37.5 hours/week
<b>Contract:</b>	1 year with opportunity for renewal
<b>Start Date:</b>	ASAP.
<b>Salary:</b>	Starting salary between \$65,000 – \$72,000 Maximum compensation for this position is \$75,000
<b>Benefits:</b>	Extended health care & dental

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### A. OVERVIEW

NLT is looking for an experienced motivated and detail-oriented Property Asset Manager to keep our buildings in the best possible shape for our members.

The Neighbourhood Land Trust (NLT), the charitable arm of the Parkdale Neighbourhood Land Trust (PNLT), seeks an Property Asset Manager to plan, implement and administer capital repairs projects, asset transfers, and related financing for our small but quickly growing portfolio of turn of the century and mid-century small rental buildings and homes. These tasks are the key to the effective stewardship of NLT's growing portfolio of community owned assets.

We're in search for a confident and capable leader who sees the big picture of building maintenance and micro-level tasks that go into ensuring the smooth operation of these properties for years to come. The ideal candidate is as comfortable working with complex schedules and construction budgets in the office as they are on the construction / renovation site. It is also essential to have strong communications skills to engage diverse stakeholders including tenants, housing partners, funders, and contractors.

Our ideal candidate has a combination of both post-secondary education in construction management or an equivalent field as well as 3+ years of practical experience in the field. The role requires a working knowledge of building systems, construction scopes and activities, scheduling, project management and contract software. **Priority will be given to applicants with working knowledge and a genuine interest in sustainable building practices and social procurement.**

This new role will be indispensable for supporting the Land Trust's growth, as Toronto's first neighbourhood-based Community Land Trust (CLT). First incorporated in 2014 and registered as a charity in 2017, NLT's recent accomplishments include acquiring a community-owned urban agriculture space and acquiring and renovating a 15 unit at-risk rooming house for permanently affordable housing. While NLT's portfolio is currently very small, we are entering an exciting growth phase. Recently the NLT membership approved a new five year Strategic Plan that charts a path to bring 300 units of affordable housing under community ownership by 2025. To this end, the NLT is currently working on an exciting pipeline of projects that will see the land trust exponentially increasing its affordable housing portfolio by 2022.

The Asset Manager will play an important role in supporting NLT's growth and the stewardship of its growing portfolio. It is an opportunity to join a small, dynamic and interdisciplinary staff team which supports an organization with a bold vision.

The NLT is a community led organization dedicated to acquiring land and maintaining affordable housing. We are working for systemic change in how housing is owned and operated. Our values are rooted in social justice, anti oppression, racial economic justice and community empowerment. To do that we work closely with residents, community and local organizations. We are looking for a Asset Manager who is interested in both the job and our greater vision of a movement to maintain our vibrant and inclusive neighbourhood.

The ideal candidate will be a mid-career or senior level professional with a background in construction management or a similar field, along with a strong commitment to neighbourhood inclusiveness and social equity. **We strongly encourage applications from residents of Parkdale and or equity-seeking groups.**

This position requires attendance of an average of one evening meeting per week.

## **C. SPECIFIC RESPONSIBILITIES**

### **1. Manage capital planning & budgeting by:**

- Identifying potential major capital projects and preparing estimates of costs and benefits of same
- Developing and maintaining a long-term capital plan & budget for all properties, and all costs related to specific projects and updating the plan at the completion of each project.
- Reviewing and summarizing building inspections
- Ensuring sustainable building and social procurement targets are set, tracked and met through the strategic implementation of the capital plan
- Secure capital grants and financing to support priorities in capital plans
- Providing required analysis and reports required by the Executive Director, the Board of Directors and operating partners.

### **2. Manage capital repair projects by:**

- Developing and managing 10 year capital repair plans for all NLT properties
- Scheduling capital repair projects throughout the year to maximize efficiency and minimize costs
- Ensuring the preparation of plans, specifications, and scopes of work for projects, arranging for permits if required.
- Arranging the tender of contracts, assessing bids received, and preparing and or reviewing contract documents.
- Overseeing the execution of project managers and contractors, performing site inspections and deficiency follow-up
- Recommending payment of invoices and release of holdbacks
- Coordinating accommodations for tenant needs during a project
- Being responsible for all site safety for ongoing projects
- Being responsible for risk management for all capital plans and projects.

### **3. Respond to emergency capital repairs by:**

- Assessing damage as soon as possible after emergency events, such as floods and fires and updating the Executive Director and operating partner as required
- Working with operating partners to arrange emergency accommodation if needed
- Working with insurance adjustors as needed to devise a repair plan
- Overseeing repair work as required, monitoring costs and ensuring prompt reinstatement.

### **4. Supporting acquisition planning and asset transfers by:**

- Reviewing and summarizing building inspections
- Preparing capital works plans to address outstanding issues

- Support securement of capital grants and financing for acquisitions
- Support building takeover

**5. Provides information and resource services by:**

- Identifying and securing funding opportunities, including performing any reporting required
- Scheduling and ensuring appropriate resources for planned projects
- Keeping informed of other relevant regulations as outlined in the building, property standards, and fire safety codes, and all standard Health and Safety practices and regulations
- Assisting NLT staff and Board in establishing new or revised procedures pertaining to the implementation of capital repairs and informing staff
- Communicating with tenants on the status of work and attending evening meetings as required.
- Providing regular reports on the status of capital projects to the Executive Director and Board of Directors.

**6. Perform other duties as requested by the Executive Director.**

## **D. QUALIFICATIONS**

- 3 years of post-secondary education
- 3 years of related work experience
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Strong understanding of building systems & construction
- Strong construction / project management skills
- Strong financial management and budgeting skills
- Demonstrated experience or knowledge of sustainable building practices & social procurement
- Advanced ability to use Microsoft Office Suite and in particular Excel
- Intermediate verbal and written communication skills
- Demonstrated commitment to working from a strong anti-oppression and social justice framework
- Demonstrated ability to work within a diverse community (including working with seniors, youth, people with different abilities and different cultural and socio-economic backgrounds)

## **SUPERVISION AND DECISION-MAKING**

- Decision-making forms an extremely large part of the role and will impact a major function of the organization. The process is guided by broad policies and general objectives; procedures and precedents are always evolving. Considerable judgement and complex interpretation are required for developing solutions
- Responsible for providing direct day-to-day supervision to project managers and or contractors. Responsible for developing new or changed procedures
- Works independently and must be able to think critically. Methods and procedures are not well established.
- Considerable impact to the organization if errors are made
- Regular use of confidential information and occasional access to occupied apartments

## **WORK ENVIRONMENT**

- The NLT has a small staff team that works collaboratively to complete organizational priorities.
- While the Property Asset Manager will be responsible for a specific scope of work and deliverables, collaboration with other staff and partners is required.
- NLT staff meetings are held weekly to assure all members of the team are informed of the general progress of key projects.
- Project specific interaction with internal and external colleagues involves planning and coordinating the efforts of others.

- Normal office environment; periods of light physical activity (For example; intermittent sitting, standing or reading) and Regular visits to apartments or construction sites.
- COVID-19 public health guidelines apply to all work. During periods to high-risk and or mandated lockdowns, staff may work from home.
- In regular circumstances staff are expected to work from the office no less than 3 days a week.
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury or illness
- The Property Asset Manager may be exposed to a considerable amounts of stress.

DEADLINE FOR SUBMISSIONS: March 29<sup>TH</sup>, 2021 at 5:00 pm EST

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TO APPLY:

Please submit an application by email to [info@pnlt.ca](mailto:info@pnlt.ca) with the following documents attached as one PDF:

- 1-2 page cover letter including a discussion of
  - your most relevant work experiences and capabilities
  - your experience related to asset management
  - your experience or knowledge of sustainable building practices & social procurement
  - your relationship & knowledge of Parkdale
- Resume
- 3 references of recent supervisors and peers

NLT is committed to employment equity and encourages applicants from equity-seeking groups. We aim to foster a workplace that reflects the diversity of the community we serve.

No phone calls please.