

# Project Manager, Capital Repairs & Sustainability Improvements The Neighbourhood Land Trust

---

[The Neighbourhood Land Trust](http://www.pnlt.ca) (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.

---

<b>Job Application Deadline:</b>	December 9 <sup>th</sup> 2022 at 5:00 pm
<b>Job Title:</b>	Project Manager, Capital Repairs and Sustainability Improvements
<b>Reports to:</b>	Property Asset Manager
<b>Work Week:</b>	37.5 hours/week
<b>Contract:</b>	1 year
<b>Start Date:</b>	January 16 <sup>th</sup> 2023
<b>Salary:</b>	Starting salary between \$62,000 – \$70,000
<b>Benefits:</b>	Extended health care & dental

---

## A. OVERVIEW

NLT is looking for an experienced, motivated and detail-oriented Projects Manager to manage capital repair projects, including sustainability improvements, for our turn of the century and mid-century small rental buildings and homes.

The Neighbourhood Land Trust (NLT), the charitable arm of the Parkdale Neighbourhood Land Trust (PNLT), seeks a new Projects Manager to work under our Property Asset Manager to implement and manage capital repairs and sustainability improvements for our portfolio of 84 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 affordable housing.

We're in search for a confident and capable project manager. The ideal candidate has direct experience with contracting, construction project management and working knowledge of sustainable building practices. They are as comfortable working with construction schedules and 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, and contractors.

Our ideal candidate has a combination of both post-secondary education in the fields of construction management, project management, building sciences sustainable building practices or an equivalent area, as well as 1+ work experience in the field. The role requires a working knowledge of building systems, construction scopes and activities, scheduling, project management for construction projects and sustainable building practices. Priority will be given to applicants with working knowledge and a genuine interest in 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 84 community-owned properties with a total of 205 units of permanently affordable housing. The NLT is currently implementing a 5-Year Capital Repair and Improvements Plan to provide much needed repairs as well as sustainability and accessibility improvements to its portfolio. To ensure that these investments also produce broader social benefits, the NLT recently developed a [Sustainability and Social Procurement Action Framework](#). The Project Manager will play an important role in contributing to the implementation these plans and the good stewardship of NLT's growing portfolio. This is also an opportunity to join a small, dynamic and interdisciplinary staff team which supports an organization with a bold progressive vision.

The NLT is a community-led organization dedicated to acquiring land for the purpose of maintaining and or developing affordable housing. Our values are rooted in social justice, anti-oppression, racial economic justice and community empowerment. To do that we work closely with residents and local organizations. We are looking for a Project Manager who is interested in both the job and our greater vision.

A strong commitment to neighbourhood inclusiveness and social equity is required.

**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. Capital project planning:**

- Preparing capital project scopes and cost estimates.
- Coordinating with consultants (engineers, architects, planners, etc) to complete pre-development planning and ensure completion of capital project scopes.
- Coordinate the preparation, submission and securement of construction permit applications.
- Ensuring the organization's sustainable building and social procurement targets are tracked and met through the strategic implementation of capital repair projects.

### **2. Project Management:**

- Scheduling projects as part of the 5-year Capital Repair and Improvement Plan throughout the year to maximize efficiency and minimize costs.
- Ensuring the preparation of plans, specifications, and scopes of work for a number of 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 contracts, performing site inspections and deficiency follow-up.
- Recommending payment of invoices and release of holdbacks
- Managing project budgets, from initial scoping to completion.
- Preparing construction financing draw requests in coordination with staff team.
- Coordinating with the staff team and housing partner in the planning and implementation of accommodations for tenant during a project as required
- Communicating with tenants on the status of work and attending evening meetings as required.
- Overseeing contractors in regards to site safety for ongoing projects.
- Being responsible for risk management for the plans and projects managed.

### **3. Provides information and resource services by:**

- Prepare applications for capital grants to support capital projects, as well as sustainable building and heritage incentive programs.
- Scheduling and ensuring appropriate resources for planned projects.
- Keeping informed of other relevant regulations and standards, including but not limited to property standards, fire safety codes, and Health and Safety practices.
- Providing required analysis and reports required by the Property Asset Manager, the Executive Director, the Board of Directors and operating partners.

**4. Perform other duties as requested by the Property Asset Manager or Executive Director.**

**D. QUALIFICATIONS**

- 2 years of post-secondary education
- 1+ 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
- Strong construction / project management skills
- Strong financial management and budgeting skills
- Demonstrated experience or working knowledge of sustainable building practices
- 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 contractors.
- Considerable impact to the organization if errors are made
- Regular use of confidential information and occasional access to occupied units

**WORK ENVIRONMENT**

- The NLT has a small staff team that works collaboratively to complete organizational priorities.
- While the Capital Project 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 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 2.5 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 Capital Project Manager may be exposed to a considerable amounts of stress.

DEADLINE FOR SUBMISSIONS: December 9<sup>th</sup> 2022 at 5:00 pm EST

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 educational, work experience and proven capabilities related to the role, responsibilities and qualifications
  - your experience or knowledge of sustainable building practices
  - why you are interested in this job
- 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.