

## **Property Inspector/Metis Nation of Ontario**

Location: Barrie, Ontario

Remote Work: Remote (no regular in-office work required)

Closes: June 9, 2023

Starting Salary: \$47,540 – \$54,190, per year based on experience. Salary Range Max \$61,810 [2023 Rates]

All applicants are encouraged to apply. Preference will be given to qualified applicants who meet the requirements for MNO Citizenship as per the MNO Bylaws and who are in good standing.

### **What We Offer**

As an employer, the Métis Nation of Ontario offers a collaborative work environment with competitive salary.

Further, contract employees benefit from:

- Optional pension plan,
- 4% vacation pay,
- Annual paid two-week holiday closure in December-January,
- 16 paid public and employer holidays,
- Early closures on long weekends,
- 15 paid health & wellness days (sick leave),
- Employee Assistance Plan, and
- Telemedicine plan.
- Preferred membership pricing at Goodlife gyms.

### **The Role**

The property inspector will perform indoor and outdoor inspections to minimize safety hazards and determine maintenance needs, photographing and documenting residential properties. As part of these inspections, The Property Inspector ensures that residents are following the homecare guidelines of their lease agreements and are complying with regulations. The job may require car travel spanning 250KM in the Barrie and nearby regions.

The Property Inspector provides Life Safety Inspections (LSI), Building Condition Assessments (BCA), and other building inspection services, and associated reporting.

Duties include, but are not limited to:

### **General Responsibilities**

- Respond to resident maintenance complaints in coordination with the maintenance team
- Onsite and virtual inspects of properties on a regular basis at residential homes and/or commercial properties as required
- Identify hazard and create solutions to minimize potential safety hazards
- Coordinate property maintenance with external vendors as necessary
- Determined the occupancy and condition of properties
- Photograph all violations or potential issues and log the actions taken

- Performed six-month inspections, initial inspections before tenants moved in, move out inspections, and final inspections
- Perform all other inspections as new inspection programs are acquired
- Provide administrative support in the absence of the property administrator including the answering and dispatching of telephone calls as required
- Provide weekly updates on open maintenance issues and ongoing capital projects
- Participate in the after-hours emergency on-call schedule to insure 24-hour coverage (on rotation with other staff) on an occasional basis
- Assume the duties of maintenance staff in absence of maintenance team member
- Performing other duties and responsibilities as assigned by the Operations Manager or designate(s)
- Must be physically able to inspect construction sites including walking properties, climbing ladders, and kneeling
- Must be able to lift up to 25 pounds at a time

#### **Technical Responsibilities**

- Provides full spectrum of inspection services for all housing units within assigned portfolio including: Assessing property condition, determining cost-effective corrective measures, producing work descriptions, and estimating cost of corrective measures
- Complete Energy Audits and provide recommendation on energy saving measures
- Examine contractor bids and monitor progress of the work, recommending payment upon satisfactory completion as described by MNO-IPS requirements, policies, procedures and standards and other authorities having jurisdiction

#### **Contract Administration Responsibilities**

- Ability to write clear inspection reports on the condition of properties
- Prepares tenders for distribution to the contractor either by invitational or public
- Prepare business cases for capital projects
- Issue purchase orders and handle routine daily maintenance calls on orders up to \$9,999.00 before taxes, to initiate work.
- Ensures that any contractor performing work carries all applicable contract security; i.e. WSIB, liability insurance.
- Responsible for acting on any insurance claims ground work within timeframe specified in procedure or as required by the Manager

#### **Operational Administration Responsibilities**

- Adherence to Occupational Health & Safety Act requirements, as it pertains to daily work; advises Manager of unsafe working conditions on sites and participates in investigations as required.
- Responsible for the proper use of Personal Protective Equipment (PPE) on all sites, as required.
- Organize workload, schedule inspections, and document inspection results, including the collection and attachment of photographs, documents, and reports in the computerized records management and tracking system.

- Collaborate on responses to enquiries from the public concerning assigned PMR with the Manager
- Prepare accurate detailed reports and provide all necessary documents/recommendations to the Manager for approval

### **Minimum Qualifications**

- High school diploma
- General knowledge of the construction
- Valid driver's license and reliable transportation
- Knowledge of MS Office (Excel, Word) and a high degree of digital literacy. Willingness and ability to adapt to and learn new software
- Demonstrated problem-solving, time management and analytical skills to prioritize workload pressures and deadlines
- Experience working with HVAC, plumbing and electrical systems

### **Experience Requirements**

- Ability to read and interpret basic plans
- Familiarity with the Residential Tenancies Act
- Customer service orientation experience an asset
- Experience in performing building residential or small building inspections and or related experience in the construction and renovation industry

### **Nice to Have**

- 1-year experience in real estate, insurance inspection, or property management an asset
- Experience working with tenant, leasing or property management systems (Yardi, Arcori, Property Vista, etc.)
- Home Inspection Certification from a recognized body in Ontario
- Certified Energy Auditor or in the process of completing certification
- Project Management Certification
- Experience in reviewing residential or small building construction drawings and permit drawings

### **Who We Are**

In 1993, the Métis Nation of Ontario (MNO) was established through the will of Métis people and Métis communities coming together throughout Ontario to create a Métis-specific governance structure and vision, encapsulated in the Statement of Prime Purpose. Today, the Métis Nation of Ontario represents over 25,000 Métis citizens.

The MNO delivers programs and services to its citizens through these branches: Healing and Wellness; Community Wellbeing; Education and Training; Housing; Lands, Resources and Consultation; Intergovernmental and Community Relations; Self-Government and Registry. Through these various branches, the MNO maintains 30+ offices and community spaces across the province, administers over \$50 million annually, and employs about 350 staff across the province.

**AODA Statement**

The Métis Nation of Ontario commits to providing accommodation as required by the Ontario Human Rights Act, unless to do so would cause undue hardship. Accommodations will be provided in accordance with the principles of dignity, individualization, and inclusion. The Métis Nation of Ontario will work cooperatively and in the spirit of respect with all partners in the accommodation process. These accommodations will extend to all aspects of the employment relationship including recruitment and selection.

Please email [humanresources@metisnation.org](mailto:humanresources@metisnation.org) if you require an accommodation during the hiring process.

Please note, all employees, regardless of role or location, are required to be fully vaccinated for COVID-19, unless the employee has a valid medical exemption. This condition of employment is effective for all employees, full or part-time, permanent or contract, whether working remotely or not, as of November 1, 2021.