



Maintenance & Asset Manager

Gloucester Housing Corporation is a growing non-profit business managing 288 social and affordable housing units across six communities in the east end of Ottawa.

Reporting to the Executive Director the Maintenance & Asset Manager will be responsible for the management of property maintenance services, capital, and construction projects. She/he will provide leadership to staff and supervision to maintenance staff and external contractors, to ensure the organization meets service standards as well as working to ensure the long-term sustainability of GHC's housing stock.

The post holder will work closely with the Housing Manager to ensure timely and courteous service to tenants and will energetically embrace a culture of continual improvement in customer service, as well as a willingness to listen and engage tenants in the improvement of their community.

Job Requirements:

- Minimum undergraduate degree in a relevant industry.
- Working knowledge of maintenance and health & safety compliance issues relating to rental buildings.
- Demonstrated experience in supervision and management skills.
- Experience in the maintenance of rental housing buildings.
- Ability to undertake analysis, and recommend solutions.
- Ability to work on own initiative and produce results.
- Excellent organization skills and the ability to analyze complex data and produce quality reports.
- Knowledge and ability to use software including Microsoft Office and property management programs.
- Position subject to criminal records check.
- Willingness and ability to provide out of hours on-call duties.
- Hold a current driving licence.

Preferred:

- Experience and skill working with populations who have complex needs.
- Knowledge of relevant housing legislation (Residential Tenancies Act, Housing Services Act).
- Management qualification.
- Ability to speak French.

A competitive salary and benefits package is available to the successful candidate for this senior management position. Please submit a resume and cover letter to info@gloucesterhousing.ca by 5pm, Monday, December 1st, 2014. Job description is available upon request.