



Job Description

Position: Maintenance & Asset Manager

Reports to: Executive Director

Hours: Full-time

General Description:

1. The Maintenance & Asset Manager is part of the management team as well as being responsible for the work detailed below. Responsible for the management of property maintenance services, capital, and construction projects at Gloucester Housing Corporation. She/he will take ownership and provide leadership and supervision to maintenance staff and external contractors in all aspects of the assigned cyclical and preventative maintenance, construction programs, compliance, and risk management of GHC property – within the strategic objectives, policies and procedures of the Corporation. The post holder will possess the necessary management skills to work effectively with colleagues, the City, Province, and community partners, and to supervise staff and act for the Executive Director in her/his absence. Tenant engagement is a strong focus in the work of all staff at GHC.

There are out of hours on-call duties associated with this position.

Responsibilities:

2. Under the supervision of the Executive Director, ensures plans for the long-term care and health of buildings owned and operated by the Corporation by:

- Administer the maintenance and capital budgets using various analyses and forecasting tools. Ensure compliance with City requirements for capital expenditure reporting.
 - Incorporate new property into the Corporation's management system.
 - Prepares tenders for contract work, and ensures the standards for maintenance response and repairs are met.
 - Ensure an adequate supply of stock and keep a list of all supplies, and audit regularly.
 - Ensure regular program budget reviews and forecasts for services and expenditures are completed in a timely fashion.
 - Providing input to the assessment of the long-term maintenance costs of any potential projects.
 - Evaluating existing budgets, policies and practices, and recommending alterations.
 - Ensuring the charge-back system for damage caused by tenants is being implemented.
 - Representing GHC on community and sector-wide organizations as appropriate to the position to identify and recommend best practices.
 - Analyzing maintenance cost data and reporting on same to the ED.
 - Recommending future policies and actions to enhance the health and care of the Corporation's properties.
 - Providing supporting information for policy matters or budget reviews.
 - Forecast and manage the requirements to develop in-house and market resources to manage GHC's cyclical maintenance requirements.
 - Plan, implement, and manage business and work plans for the designated programs to support GHC's strategic plan.
 - Participate on the GHC asset management committee and external community meetings, as agreed with the Executive Director.
 - Provide leadership to the maintenance team and determine goals, objectives, staff resources, and key performance indicators.
 - Develop program control standards, procedures, and guidelines.
 - Recommend benchmarks for measuring the operating performance of GHC maintenance services. Ensure maintenance services are developed and routinely measured to maximize efficiencies.
 - Assisting the Executive Director in the preparation of the annual budget, as requested. Prepare preliminary cost estimates for annual operating and capital maintenance budgets.
 - Incorporating new property into the Corporation's management system.
3. Carry out regular on-site visits to GHC properties.
 4. Act for the Executive Director in her absence.
 5. Performs such other related duties as may from time to time be assigned by the Executive Director.

Job Specification

Knowledge, Skills, Ability, Experience, Attitude	Job Requirement	Assessed by
Experience	Previous experience in property construction and development strongly preferred.	Resume and Interview
Experience	Experience supervising maintenance staff essential	Resume and Interview
Ability	Ability to manage external contractors essential	Resume and Interview
Knowledge	Knowledge of federal, provincial, and local regulations and legislation (i.e. Building Codes, Occupational Health and Safety Act, Fire Code, Construction Lien Act, etc.) and GHC policies and procedures. Essential	Resume and Interview
Skill	Excellent interpersonal and communication skills in and English essential. French and a third language a definite asset.	Resume and Interview
Ability	Work in a team environment and show a demonstrated efficiency in their use of time.	Resume and Interview
Experience	Experience in computer applications, skill and accuracy in data entry, databases and websites in a network environment.	Resume, Interview.
Qualification	Bachelor's degree in related field essential, and relevant designation a definite asset. Completion of a management training program is a definite asset..	Resume and interview
Skills	Ability to communicate with people from various ethno/socio/economic backgrounds.	Interview
Ability	Commitment to working in a diverse workplace	Interview
Attitude and Ability	Be able to take instruction and have a positive attitude to team working.	Interview
Attitude and Ability	Flexibility when required, which will include working overtime at short notice, evenings, and weekend, to ensure excellent services to Gloucester Housing tenants.	Resume and Interview
Qualification	Valid driver's licence essential.	Interview
Skill	Being able to prioritize workload and work alone.	Interview