**Job Posting**

**Manager of Properties**

**Organization Profile**

Community Living Hamilton (CLH) is a busy and vibrant organization that supports 1,600 adults and children with diverse abilities thrive in the community. We are the region’s largest service provider for individuals with developmental disabilities such as Down Syndrome and Autism. We are dedicated to helping them achieve their full potential, be included in our community, and, ultimately, build great lives.

This is an exciting time to join Community Living Hamilton. We have redefined our Mission, Vision, and new Values and are in the process of establishing a new strategic plan for the next three to five years. We offer widely recognized expertise and serve people with special needs every year – from children to aging seniors. We offer community participation programs, residential services, respite services, employment supports, and services designed for children.

**Position Summary**

The Manager of Properties is a member of the Leadership Team whose purpose is to pursue Community Living Hamilton’s goal: “Helping Build Great Lives” by implementing and monitoring projects that affect the integrity of the organization’s physical infrastructure, including buildings, appliances, furniture, and fleet vehicles. They will lead project development initiatives in response to internal requests and acts as the project lead for third third-party contractors. They will act as the primary point of contact and senior subject matter expert for all physical assets.

**Responsibilities**

Project and Contractor Management:

* Investigate, analyze and develop design options for repair and renovation projects, including project feasibilities, estimated costs, product specifications, and preferred required material/equipment selection to suit the environment for people supported.
* Procure Contractor services when professional support is required. Offers advice to Management based on quotes and estimates of labour and materials.
* Monitor the work performed by Contractors and approve the quality of the finished product.
* Enforce relevant Occupational Health and Safety requirements for projects.
* Schedule upkeep tasks to be performed by third-party contractors, including annual equipment inspections and fire prevention inspections. Act as the primary point of contact for these third parties.
* Prepare project status reports during the project’s life cycle.
* Manage multiple property-related projects simultaneously.
* Establish, monitor, and carry out preventative maintenance procedures and schedules for buildings, equipment, and grounds. Ensure buildings and equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases.

Property Maintenance:

* Perform carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material.
* Recommend preventative and corrective maintenance for all of CLH’s physical assets.
* Address emergency issues on off-hours.
* Act as subject matter expert and provide support to Management of different levels regarding facility issues and annual inspections compliance (e.g. fire codes, Public Health requirements, licensing, etc).
* Periodically review compliance items related to property and make recommendations as part of a continuous quality improvement approach.
* Keep detailed records of all work performed and prepare statistical reports as required.
* Provide support to Management in developing, maintaining and evaluating various property-related service contracts (e.g. Lawn mowing, snow removal, etc).

Teamwork and Internal Partnerships:

* Provide supportive and responsive assistance to other departments and individuals by contributing technical and functional expertise.
* Collaborate with others to create a shared understanding of each other’s goals and pressures to facilitate shared success.
* Represent CLH and its interests with local authorities (fire, building, zoning, etc.) regarding project and property-related issues.
* Develop and maintain relationships with external stakeholders that enhance the image and reputation of the organization, our services and our staff team.

Leadership:

* Functional leadership of physical infrastructure assets and resources, providing oversight to ensure the most effective, efficient, economical and equitable use of resources.
* Effectively align resources (financial, staffing, equipment) in a manner that best supports our goal of Helping Build Great Lives.
* Build and sustain strong relationships with the extended management team including Leadership, Client Services, and Operations.
* Identify, mitigate, and respond to potential risks to our resources and/or service delivery capacity to ensure the continued delivery of support to our community.

Quality and Best Practices:

* Ensure organizational compliance with regulations relating to construction and facility maintenance.
* Participate in the development of work plans and implement the necessary activities to achieve identified goals.
* Commit to act in compliance with all applicable legislation and contribute to identifying areas for improvement.
* Participate in ongoing professional development, including required training.
* Promote and demonstrate the Vision and Mission of Community Living Hamilton within the workplace and the broader community.
* Work in compliance with the Occupational Health and Safety Act and Regulations and the Community Living Hamilton Health and Safety Policy.
* Report all workplace hazards and support Community Living Hamilton to improve the safety of the workplace continuously.
* Maintain confidentiality at all times.
* Other duties as required

**Qualifications**

* 5 + years experience working in property management and/or facilities maintenance, with direct exposure to building systems and construction techniques, including carpentry, plumbing and HVAC
* Familiarity with residential electrical systems
* Trade skill license preferred
* Experience managing residential or commercial multi-trades construction/repair projects
* A valid driver’s license and access to a reliable vehicle to facilitate travel to various sites throughout Hamilton
* Access to all tools required for standard residential construction and repairs
* Able to work flexible hours to accommodate operational needs

**To Apply:**

If this describes you, and you are interested in learning more about this role, we invite you to submit a resume and cover letter by **April 30, 2024** identifying “Manager of Properties” in the subject line.

Human Resources Department

Community Living Hamilton

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***Community Living Hamilton welcomes applications from candidates with disabilities.***

***Accommodations are available on request for candidates taking part in all aspects of the selection process.***