

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2022-205

POSITION TITLE: Property Manager	
DEPARTMENT: Housing	STATUS: Contract Full-time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATES: ASAP till April 3, 2023 or the return of the incumbent, whichever is the earlier
REPORT TO: Director, Housing	HOURLY RATE: Commensurate with experience
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Property Manager is responsible for the operation of The Neighbourhood Group's housing portfolio, including, but not limited to supervising the overall general repair and maintenance of building structures, equipment and furnishings; ensuring that units are tenanted in a timely manner with residents who meet applicable criteria; undertaking legal proceedings as necessary; coordinating moves to and from the buildings; preparing reports for City Funder; and developing networks with relevant associations and colleague agencies. In coordination with the Housing Director and Senior Property Manager, develop annual budgets and be responsible for the budget for each building. A minimum of 35 hours of work per week is expected, including evening, night and/or weekend duty required.

MAJOR DUTIES:

- Supervise, train, schedule and evaluate the maintenance staff, superintendents and housing administrative staff.
- Ensure the overall good repair and maintenance of the buildings, including, but not limited to, follow-up on warranties, preventative maintenance, and routine servicing of equipment. Ensure that buildings are clean; in good repair and free of safety hazards.
- Ensure that health and safety and fire regulations are followed.
- Be fully conversant with current legal and regulatory requirements, and ensure compliance.
- Select tenants in accordance with applicable criteria, as soon as possible after notification of a vacancy.
- Undertake the necessary legal documentation to effect eviction, when necessary.
- Coordinate tenant moves, whether into a TNG managed unit, or from such a unit.
- Supervise the collection of rent and the maintenance of documentation following the cities' Rent-Geared-to-Income guidelines.
- Work with the relevant staff to obtain quotes from qualified contractors, negotiate contracts, and oversee the completed work.
- Recommend financial requirements to the Director of Housing and take responsibility for the implementation of appropriate budget lines.
- Ensure the maintenance of statistics and tenant files on computer or such other system as required.
- Prepare monthly reports for the Director of Housing, and aid in the completion of regular reports for the Board of Directors.
- Attend meetings of relevant associations and develop networks with colleague agencies, and present the Neighbourhood Group's point of view.
- Respond to emergency situations as they arise, and determine appropriate action; keep the Director of Housing and other relevant staff informed.
- Encourage a team approach among staff, students and volunteers.
- Maintain knowledge of legal requirements and community resources and be informed of changes in the field of social housing, through courses, conferences, literature, and home study.
- Assist in developing policies and procedures relating to the effective operation of the department, in cooperation with the Director of Housing and Finance Director.
- Take responsibility as the on-call manager, after hours and on weekends, on a rotational basis.
- Adhere to Neighbourhood Link Homes/TNG policies and procedures, and ensure compliance from staff, students and volunteers.
- Perform other related duties, as required.

REQUIREMENTS & QUALIFICATIONS

- Property Management Certification from an accredited institution, or equivalent.
- Five or more years of professional experience in the field of social housing management.

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement

- Proficiency in computer software, especially word, Excel and HM Worx, and familiarity with keeping information in a database manager.
- Full Knowledge of Housing Services Act, Residential Tenancies Act, and Housing Connections Access to Housing required.
- Ownership of a vehicle and a valid Ontario Driver's License is preferred.

**To apply, submit your resume and cover letter with "TNG2022-205" in the subject line of your email to:
careers@tngcs.org**