



## SITE MANAGER

<b>JOB TITLE</b> Site Manager	<b>WORK TEAM LEADER?</b> <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<b>DIVISION/ DEPARTMENT</b> Operations
<b>LOCATION</b> Specified Properties	<input type="checkbox"/> part-time: ___ hours <input checked="" type="checkbox"/> full-time	<b>POSTING DATE:-</b> January 10, 2018 <b>SUBMISSION DEADLINE:</b> January 24, 2018
<b>REPORTS TO</b> Name: _____ Title: Director of Operation; Operations Manager		
<b>SALARY RANGE</b> Salary Commensurate with Experience + Full Benefits Package		<b>SHIFT</b> Week Days
<b>PURPOSE</b> The Site Manager, acting as the Landlord's agent under the Residential Tenancy Act, is responsible to the Operations Managers of the New Chelsea Society for the effective operation of the residential building or buildings committed to their care and for the residents in those buildings		
<b>ESSENTIAL DUTIES</b> <ul style="list-style-type: none"> <li>• Oversees all aspects of buildings daily operations such as performing minor maintenance and repair duties on electrical, plumbing and carpentry and performs various inspections on a regular basis to ensure a safe and healthy work environment for staff and residents.</li> <li>• Establishes good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve a successful building operation.</li> <li>• Provides leadership in all aspects of facility planning, e.g. the organization's physical plant, renovations and building maintenance including equipment and grounds.</li> <li>• Supervises staff, contractors and/or others, and monitors projects and workloads on an ongoing basis and arranges for contractors to view sites, enter units and ensures maintenance projects are coordinated.</li> <li>• Schedules staff to ensure safe and appropriate coverage.</li> <li>• Monitors the performance of assigned staff. Discusses performance concerns and assists in developing action plans when required; sets direction and fosters effective teamwork.</li> <li>• Provides ongoing support, coaching /mentoring, recognition and direction to building staff to enable them to achieve a high standard of performance.</li> <li>• Participates in the development of the building annual operating budget.</li> <li>• Monitors and controls related expenditures in accordance to budget versus actual expenditure.</li> <li>• Ensures buildings, residents, products, warranties, maintenance records and suite information are captured in the Records Management Information System.</li> <li>• Performs unit inspections and assists with annual inspections, responds to or processes resident enquiries and complaints and taking appropriate actions; completes incidence and other reports; and delivers notices and forms as requested.</li> <li>• Ensures the safety and security of all buildings.</li> <li>• Follows up on warranty issues pertaining to capital and maintenance project.</li> <li>• Programming and monitoring fobs, entry and security systems.</li> <li>• Liaises with municipalities on issues such as permits and licenses, fire and safety codes and operational codes (e.g. elevators, electrical, mechanical and structure).</li> <li>• Participation in the Emergency On-Call-System for assigned properties.</li> </ul>		



SCHEDULE **A** - JOB DESCRIPTION

**WORKING CONDITIONS**

This job consists of physically demanding conditions when working on the site. There will also be periods of sitting working at a desk within an office environment. There will be regular travel between sites.

**REQUIREMENTS**

- Minimum of 3years residential housing experience, which includes experience with multi-unit management.
- Experience should include working with/in senior, family, and mixed housing.
- Basic mechanical skills.
- Solid computer skills with the ability to use MS Office (Word, Excel, Outlook) and to learn specific property management and resident management software.
- Excellent organizational and prioritization skills.
- Effective verbal and written communication skills in English.
- Demonstrate flexibility and strong work ethic.
- Familiar with the RTA an asset.
- Must possess a valid B.C. driver's license and their own vehicle.
- Must pass a criminal record check related to working with vulnerable residents (children and seniors)

I have reviewed and determined that this job description accurately reflects the position.

\_\_\_\_\_  
Work team leader signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**FOR STAFFING USE ONLY**

Posting #

\_\_/\_\_/\_\_

Posting Date