



**Position Title:** Capital Asset Manager

**Department:** Property Services

**Reports to:** Director of Property Services

**Pay Range:** \$60,000 - \$70,000 per annum

**How to apply:** Please send your Cover Letter and Resume to [resumes@pacificahousing.ca](mailto:resumes@pacificahousing.ca) by February 19, 2019 at 11:59pm.

**Organizational Focus:**

As a non-profit charitable organization, Pacifica Housing's vision is *better lives through affordable homes and community connections*. Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

Pacifica Housing is a rapidly growing organization dedicated to meeting the housing and support needs of our community. As one of the largest non-profit housing providers on Vancouver Island, we are committed to building up our fast-growing team with a culture built to support and drive our people, and to reinforce our team with caring, responsible innovators.

The Capital Asset Manager is responsible for the strategic management of assets and provides leadership and technical support to the Property Services team. The Capital Asset Manager investigates ongoing and potential projects to support the Director of Property Services in ensuring the organization's property portfolio is actively enhanced and well managed.

**Position's Primary Objectives:**

Participates as a key member of the Property Services team responsible for all issues related to the strategic management of property assets including

- Support the Director of Property Services by creating and carrying-out annual capital budget and capital plans, identifying project opportunities and ensuring the management of Pacifica's assets are aligned with long term strategy; Provide strategic direction and leadership to the maintenance team;
- Work with the Maintenance Operations Manager to identify and coordinate preventative maintenance functions as needed; and
- Compile, record and maintain information system.

**Key Responsibilities:**

Support the Director of Property Services by overseeing Pacifica Housing's asset portfolio, identifying current and future capital needs, developing strategies to address those needs, and providing guidance to the maintenance team including:

- Preparing all quotes and tender packages for capital works projects, including their specifications. Additionally responsible for retaining/directing consultants as required.

## CAPITAL ASSET MANAGER

- Developing and implementing annual capital budget and capital plans as part of longer range capital planning – including a five year plan. This will involve research on building conditions, life-cycle replacements, overseeing property inspections to determine priority maintenance, and maintaining accurate maintenance records.
- Researching pricing requirements and specifications for costing purposes.
- Coordinating the review of planning and design services through external consultants, and evaluating the capital plan draft, making recommendations and adjusting plans for extraordinary circumstances, e.g. premature remediation and failure, emergencies, etc.
- Evaluating new products and capital works jobs for current industry standards, customizing buildings based on their specific needs.
- Coordinating other capital jobs for efficiency and ensuring all jobs are completed to schedule within budgeted year.
- Responding to inquiries on a timely basis from tenants/contractors/general public regarding capital work requirements, including attending tenant meetings.
- Ensuring that written correspondence with tenants/building/general public aligns with appropriate legislation.
- Engaging in tenant/contractor/general public meetings to review capital jobs and respond to inquiries and complaints.
- Assigning work to contractors as it relates to capital quotes and tender awards.
- Identifying areas to improve efficiencies and quality of work.
- Ensuring contractors adherence to permits, requirements and practices.
- Conducting compliance inspections according to requirements for progress, percentage of work completed, work conditions, potential problems, adherence to requirements, etc.
- Recommending approval of accounts payables for approved capital projects under construction and query payments that are excessive or incomplete.
- Knowledge of tendering and procurement practices is essential.
- Knowledge of technical building systems is required.
- Provide leadership and supervision to staff in a manner that motivates, guides, and directs them to be responsible and accountable.

### **Other Responsibilities:**

- Conducting regular building inspections to indicate repairs and replacements required.
- Liaising with Tenant Service Coordinators and Maintenance Workers for operational, financial and capital/asset requirements for the purpose of clarification, consistency and best practices.
- Recommending approval of accounts payable for specific capital and maintenance expenditures and query payments that are excessive or incomplete.

### **Qualifications (minimum Education and Experience requirements):**

#### **Education:**

- College education and/or three years in Construction/Technical/Building Science/Maintenance and Accounting administration.

### **Experience:**

- Demonstrated experience in carpentry, plumbing, electrical and painting.
- Experience in public tendering processes.
- A minimum of 5 years project management experience.
- A minimum of 5 years recent experience in a varied maintenance role is preferred.
- Supervision of a service industry workforce.

### **Knowledge, Skills and Abilities:**

- Knowledge of the Residential Tenancies Act, technical guides and manuals, technical policies and procedures related to Building Code and other required legislation related to maintenance and construction, Health and Safety regulations, Municipal By-Laws, and industry best practices.
- Good knowledge of community services.
- Excellent management and leadership abilities.
- Excellent communication, presentation and problem solving skills.
- Proven ability to work effectively and collaboratively with other stakeholders.
- Excellent interpersonal awareness and an ability to work as a positive member of a team.
- Sound judgement and decision making skills.
- Ability to work with a diverse client group with technical expertise.
- Excellent knowledge of computers and software applications such as Microsoft Office, Word, Excel, Outlook, Yardi etc.

**Note:** An equivalent combination of education and experience may be considered.

### **Additional Criteria for Role:**

- Completion of a Criminal Record Check through the Ministry of Justice is required.
- Must have valid driver's licence and access to a reliable vehicle with a minimum of \$2 million liability 'business class' insurance.
- Must be available to be on call in off hours for emergency call out.

### **Behavioural Competencies Assigned to the Role:**

#### **Core Competencies**

Caring: Intermediate

Creative: Intermediate

Responsible: Advanced

#### **Role Specific Competencies**

Leadership: Advanced

Self Management: Advanced

Results Orientation: Advanced

*Pacifica Housing is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and gender identities. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.*