



**Position:** Property and Vehicle Manager

**Position Type:** Full-Time, 37.5 hours weekly with excellent benefits after probation

**Location:** Burnaby, with travel throughout Lower Mainland

**Starting Wage:** \$51,480.00 per annum

**Start Date:** January 2022

*posAbilities* assists individuals with developmental disabilities to lead meaningful and healthy lives. We accomplish this by partnering with local communities to provide a comprehensive range of person-centred services for individuals and the families who care for them.

We thrive to help our employees experience joy, meaning and beauty at work. They have more opportunities to be creative and autonomous, living life doing what they love.

We are currently searching for a Property and Vehicle Manager to join our Head Office in Burnaby. Gain the gratification of knowing you are instrumental in helping individuals create their success!

The Property and Vehicle Manager reports to the Director of Administration and is responsible for the proactive maintenance and repairs of programs facilities/worksites and Association vehicles. The Property and Vehicle Manager is a member of the management and administrative team and is expected to work collaboratively as a team member to achieve strategic organizational objectives.

#### **EDUCATION, QUALIFICATIONS, ABILITIES**

- Commitment to the Association's Code of Ethics, Values, Vision and Mission Statement
- Commitment to the philosophy of people with challenges living and working in the community
- A minimum of two years of demonstrated responsibility for managing repairs and maintenance for multiple facility locations and vehicles
- Completion of Grade 12 and vocational training courses or equivalent education and experience
- Knowledge of building maintenance systems preferably with a trade certification or post-secondary education
- Successful completion of the BCFSA Strata Property Management or Rental Property Management program would be a strong asset
- Knowledge of and commitment to the principles of accreditation
- Advanced MS Office skills including proficiency in Excel
- Comfortable working in a paperless environment, with multiple databases
- Demonstrated self-initiative, patience, maturity and tact
- Excellent attention to detail and strong organizational and time management skills
- Excellent oral, written and interpersonal communication skills
- Strong negotiation skills
- Demonstrated ability to independently organize work and monitor maintenance and repairs by tradespeople
- Ability to work cooperatively and effectively under limited supervision
- Ability to work effectively with program staff
- Ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines
- Ability to foster positive relationships with peers, manager, government officials and external contacts
- Ability to understand differing operational needs of each program
- Class 5 driver's license; acceptable driving record, reliable vehicle with business insurance of \$3,000,000

## **HOURS OF WORK**

The Property and Vehicle Manager is expected to work a flexible 37.5 hour/week schedule based on program(s) needs. Participation at meetings, conferences or other events may involve some long work days and/or weekend work.

## **RESPONSIBILITIES**

### Vehicle Fleet

- Acts as day-to-day contact with Association's Fleet Management Services provider
- Works with Association's Fleet Management Services provider to ensure preventative maintenance is carried out according to manufacturer's standards
- Manages fleet maintenance records ensuring inspections are up-to-date
- Liaises with ICBC regarding fleet insurance, discounts and repayable accidents
- Coordinates annual fleet insurance renewal, including cost allocation and certificate distribution
- Maintains a Fleet Replacement Plan and arranges leases/purchases of vehicles based on program requirements

### Facilities/Worksites

- Maintains a working knowledge of funding programs for capital and operating funds for community living programs, including BC Housing's funding programs
- Fully understand and operates within the parameters of BC Housing contracts
- Develops and updates BC Housing Capital Plan
- Works with Program Leadership to ensure inspections and preventative maintenance are completed according to established maintenance schedules
- Maintains a database of authorized Contactors ensuring requirements are up-to-date
- Obtains and maintains records of quotes as required by Association policies and procedures
- Manages projects to ensure work quality and completion on-time and on-budget
- Prepares minor and major capital needs proposals and quote packages
- Maintains records of replacement reserve expenditures
- Maintains a record of warranties
- Reviews and approves invoices pertaining to approved construction, remodeling, repairs and maintenance to facilities and vehicles, as per Association policies and procedures
- Locates, inspects for suitability, and recommends for lease or purchase, facilities based on program requirements and budget
- Negotiates and reviews Lease Agreements
- Liaises with BC Housing with regard to maintenance issues for BC Housing Non-Profit and PRHC homes
- Liaises with landlords regarding repairs and maintenance issues
- Performs other related duties as required

### Ridgeview Heights

- Supervises Ridgeview Heights Building Manager
- Works with Directors of Administration on tenant selection
- Prepares and enforces Tenancy Agreements
- Assists Ridgeview Heights Building Manager with inspections
- Manages annual rent review process for market and RGI units
- Prepares Notices to End Tenancy and Notices of Dispute Resolution and attends at Dispute Resolution Hearings
- Provides escalation support for tenant issues

## **MEETINGS**

The Property and Vehicle Manager is an active member of the Occupational Health and Safety Committee and is expected to attend all Occupational Health and Safety Committee Meetings.

**ADDITIONAL INFORMATION**

The ability to function independently and frequently under pressure is an ongoing expectation. A moderate level of physical fitness is required. The ability to effectively manage and resolve stressful and emergency/crisis situations is an ongoing expectation.

**COVID-19 CONSIDERATIONS**

To ensure health and safety of our employees and persons served, *posAbilities* is in full compliance with WorkSafe pandemic safety protocols. We provide personal protective equipment and practice physical distancing wherever possible at all work sites.

**APPLICATION**

Interested parties please apply online at [www.posAbilities.ca/careers](http://www.posAbilities.ca/careers), or via email.