

## JOB OPPORTUNITY

Human Resources Department

**DATE:** January 6, 2017

**REGION:** Corporate Services

**POSITION:** MANAGER, PROPERTIES

**BASE**

**ASSIGNMENT:** Properties and Insurance Department  
20 Spadina Road

### QUALIFICATIONS:

A minimum of a three year College degree or University degree in Business Administration, six to Eight years of property management experience is required.

### JOB SUMMARY:

The incumbent is accountable for seamless repair management with little to no disruption to the individuals we support, financial management, operational functioning of a group of properties with the GTA.

### RESPONSIBILITIES:

Reporting to the Director, Project Management Office, responsibilities include:

- Performs financial control activities including re-forecasting allocations as necessary.
- Liaises with operation managers and/or supervisors on day-to-day property management issues.
- Develops and maintains preventative and corrective maintenance schedules and oversees maintenance activities.
- Meets provincial/federal/municipal legislations and standards with respect to employment standards, human rights, health and safety, environmental, etc.
- Manages sub-contractor activities for goods and services including following internal tender processes and bid analyses, negotiating best possible terms and preparing contract documents and monitoring sub-contract performance as per CL Toronto's process and procedures.
- Supervises employees including directing activities, establishing goals and objectives performance management.
- Prepares strategic analysis of properties considering financial indicators, market analysis and long term project plans.
- Performs annual building inspections.
- Collaborates with relevant stakeholders (internal and external) on service delivery including the management of all escalated issues. External stakeholders include City of Toronto, Ministry, Fire Department and various construction related vendors.
- Oversees service delivery activities and performance of employees and ensures work is completed on time, safely and meets quality requirements.
- Continuously seeks ways to gain greater efficiencies through activities such as recommending and implementing best practices, collaborating with internal teams to implement sustainable practices and improvement initiatives.
- Negotiating real estate sales, rental and lease contract.
- Ensures exceptional customer experience; resolving customer and public complaints expeditiously

**HOURS OF WORK:** 37.5 hours per week (including evenings and weekends)

**STARTING DATE:** Immediately

**SALARY:** Commensurate with experience

### TO APPLY:

**SEND INTERNAL RESPONSE TO POSTING (IRP) AND UP-TO-DATE RESUME TO:**

#### HUMAN RESOURCES DEPARTMENT

20 Spadina Road

Toronto, Ontario, M5R 2S7

-OR-

E-mail at Hr\_Recruit@cltoronto.ca

IRP available at: [SharePoint\Info Libraries\Forms\Human Resources\Internal Response to Posting \(IRP\)](#)

**Applicants must have completed or be registered for all mandatory training – See Mandatory Training by Position.**

### **DEADLINE DATE FOR APPLICATIONS IS JANUARY 19, 2017**

Candidates will be screened based on the information provided to Human Resources.

When required, accommodations for disabilities will be provided, on request.