



Job Opening

Niagara Regional Housing

Job Title:	Senior Property Administrator	# Required:	1
Job Opening Id:	20128	Division:	Housing Operations
Business Unit:	Niagara Regional Housing	Standard Hours:	35.00 / week
Location:	Thorold, Ontario	Regular/Temporary:	Regular
Full/Part Time:	Full-Time	Close Date:	2018-04-24
Post Date:	2018-04-11		

Position currently under review

JOB SUMMARY

To provide supervision, guidance and direction for the property management teams (including direct supervision of 6 Property Administrators and 2 Junior Property Administrators) of the Niagara Regional Housing owned unit portfolio in accordance with established policies and procedures.

The position will preserve and improve the structural integrity, habitability and energy efficiency of Niagara Regional Housing properties by ensuring consistent maintenance standards and preventative maintenance programs are applied throughout each housing community within an approved budget.

The position will also assist the Manager, Housing Operations and Capital Works Manager by controlling the operational budget, offering input for the ten year capital plan, emergency capital projects and monitoring public/competitive process as required.

The position will lead the teams in maintaining strong healthy communities, managing the Eviction Prevention program and recommending quality of life programming for tenants.

EDUCATION

- Diploma from a relevant two-year community college program (e.g. Building Technology, Social Services, Business Administration, or Paralegal), or equivalent
- Certificate or diploma from a recognized property management training course (e.g. the Institute of Housing Management), or equivalent

KNOWLEDGE

- Minimum five years' experience in a property management-related environment
- Progressively responsible property management/staff management experience is required

SKILLS

- Thorough knowledge of all relevant legislation including the Housing Services Act, the Residential Tenancies Act, Occupational Health & Safety Act, Ontario Fire Code, Freedom of Information and Protection of Privacy Act and the Ontario Human Rights Code.
- Knowledge of Ontario Building Code, Occupational Health and Safety regulations, Workplace Hazardous Material Information Systems (WHMIS), the Mechanics Lien Act and local planning codes and by-laws
- Technical knowledge related to residential construction and design, property maintenance, energy conservation and building systems
- Knowledge of administrative, budgetary and financial management procedures

- Communications, human relations, organizational, mediation and problem solving skills
- Ability to read and interpret blueprints and schematic drawings
- Ability to estimate construction/repair costs for residential buildings for a wide variety of projects
- Proficiency in the use of computer software applications and programs including Microsoft Office, Outlook, Word, Excel, PowerPoint, RECAP and YARDI property management systems
- Excellent communication skills, both written and verbal
- Excellent critical evaluation and assessment skills
- Excellent social skills and an ability to effectively manage and build relationships with difficult clients

SPECIAL REQUIREMENTS

- Must have a valid Class G drivers license
- Must provide own transportation to travel to various locations

Let us know why you would be an excellent team member by submitting your online application. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Interested applicants are requested to forward their application/resume, clearly marked as Job Opening # **20128 – Senior Property Administrator**, to Human Resources before the posting close date.

For your convenience you may use one of the options noted below:

- e-mail to myHR@niagararegion.ca, OR
- Fax to (905) 641-2232, OR
- Delivery or mail to myHR Reception Desk at:

Niagara Region, Human Resources - Campbell West
1815 Sir Isaac Brock Way
Thorold ON L2V 4T7