



Victoria Park Community Homes is a private non-profit housing corporation with a dedicated team of Board volunteers and staff committed to strengthening individuals, families, neighbourhoods and communities by providing stable quality affordable homes. We value a workplace environment in which employees take responsibility for their actions and performance; contribute to team efforts by offering help whenever it is needed; demonstrate integrity, respect and courtesy; and are committed to providing the highest quality of service.

We have an opening for a permanent, full-time

RESIDENT MANAGER COUPLE

Start date: May 1, 2020

POSITION OBJECTIVES

Reporting to the Property Manager, this position is responsible for one apartment building (53 units) in Georgetown, ON. Areas of responsibility include day-to-day maintenance, cleaning, administrative duties and tenant relations.

The couple must live on-site in a unit provided by Victoria Park and have daily access to a reliable vehicle.

COMPENSATION

Starting Annual Salary: \$12,685, each

Benefits:

- Quarters Allowance and utilities (2 bedroom unit – taxable benefit)
- Mileage reimbursement for pre-approved business travel
- 3 weeks' vacation to start
- Group Insurance Plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan)
- Pension Plan
- Paid Time Off
- Professional training and development opportunities

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for timely rent collection, depositing and reporting rents as per corporate procedures.
- Repair minor maintenance items, as required.
- Conduct daily site inspections, identify deficiencies and implement corrective action.
- Schedule, assign and conduct preventative and ongoing maintenance.
- Clean all common areas, stairwells, lobbies, and laundry rooms of the apartment building.
- Maintain the exterior grounds of the apartment.
- Show vacant units to prospective tenants.
- Clean, inspect and maintain vacant units and make ready for new residents.
- Perform other related duties as described in the job summary.

SPECIAL REQUIREMENTS

- Must be reliable with a good attitude and employment record.
- Must possess excellent communication skills to effectively deal with residents, contractors, staff and other organizations.
- Must be committed to the provision of non-profit housing.
- Must have own tools and be able to perform minor maintenance repairs, as required.
- Must have proven experience in all facets of cleaning and minor maintenance.
- Must possess a valid Class G driver's license and own a vehicle.
- Must be bondable and be prepared to execute a *Bondability Affidavit*.
- Knowledge of residential building systems is considered an asset.
- Knowledge of the Residential Tenancies Act is considered an asset.
- This position requires a two-person team.
- A police criminal record check (at the applicant's expense) will be required for both parties.
- This position is open only to those legally entitled to work for any employer in Canada.

Interested and qualified applicants can submit their resumes with cover letter by:

Monday, March 30, 2020 at 9:00 a.m. to:

Victoria Park Community Homes
155 Queen Street North
Hamilton, ON L8R 2V6

ATTN: Human Resources

By email: Recruiter@vpch.com

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are requested to make their needs known in advance if accommodation is required.

We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.