



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**

### **RESIDENT MANAGER COUPLE**

588 Greenfield Avenue (63 townhouse units) & 200 Chandler Drive (30 townhouse units) in Kitchener, ON

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

#### **POSITION OBJECTIVES**

The position is responsible for the day to day on-site management of the rental property including most aspects of maintenance and tenant relations.

#### **CORE COMPETENCIES**

The incumbents will possess the following core competencies: Initiative; Thoroughness; Flexibility; Common Sense and Good Judgement; Managing Time and Meeting Deadlines; Effective Communication

#### **COMPENSATION**

**STARTING SALARY:** \$22,562 per year

**BENEFITS:** Three (3) bedroom unit + utilities (taxable benefit); Group health insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan); pension plan; professional training and development opportunities; paid time off; 3 weeks' annual vacation to start.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Respond to all maintenance requests
- Responsible for timely rent collection, deposits, and reporting
- Ensure accuracy and timely processing of purchase orders
- Conduct daily site inspections, identify deficiencies and implement corrective action
- Schedule, assign and conduct preventative and ongoing maintenance
- Show vacant units to prospective tenants
- Clean, inspect and maintain vacant units and make ready for new residents
- Perform other related duties as assigned and outlined in the job summary
- Conduct the Annual Inspection of all units
- Distribution of notices to tenants
- Respond to tenant concerns
- Maintain the grounds, monitor parking and remove ice and snow, when required

## **MINIMUM EDUCATION, EXPERIENCE, AND QUALIFICATIONS REQUIRED**

- Reliable; has a positive, customer-service oriented attitude
- Excellent English language communication skills – written, spoken, and listening
- Experienced with maintenance of residential properties
- Secondary School Diploma or equivalent
- Knowledge of the Residential Tenancies Act is considered an asset

## **WORKING CONDITIONS**

- Must live on-site in the unit provided by Victoria Park (taxable benefit)
- Must be bondable and prepared to execute the Bondability Affidavit
- Successful candidates will be subject to a current and satisfactory Police Check at their expense
- Required to regularly wear personal protective equipment
- Frequent exposure to the elements
- Possess a valid and unrestricted Class G Ontario Driver's License and have access to a reliable vehicle to travel to head office, supply store and meetings as required
- 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, July 19, 2021 at 9:00 a.m.** by email: [Recruiter@vpch.com](mailto:Recruiter@vpch.com)

**ATTN: Human Resources**

*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.*