



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**

831 Queenston Road, Stoney Creek (126 Units)

*The Resident Manager must live on-site in a unit provided by Victoria Park*

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

### **COMPENSATION**

**STARTING SALARY:** \$28,176 total + taxable rent and utilities valued at \$12,108 per year for a 3-bedroom unit.

**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.

**NOTE:** Other accommodation options may be available dependant upon applicant's needs (2-bedroom).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Rent Collection.
- Repair minor maintenance items, as required.
- Conduct 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.
- Clean the exterior grounds of the apartment buildings and ensure all sidewalks are clear of ice & snow.
- 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 positions Job Summary.

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

- Grade 12 Secondary School Education or equivalent.
- Preference will be given to the applicant with prior experience as a Resident Manager.
- Knowledge of the Residential Tenancies Act.
- Must possess excellent communication skills to effectively deal with residents, contractors, staff and others.

- Reliable, has a positive, customer-service oriented attitude.
- Ability to use computerized systems.
- 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 be committed to the provision of non-profit housing.

#### **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
- Required to regularly wear personal protective equipment
- Frequent exposure to the elements
- Hours of work are as required by the day to day management of the development and company – there may be significant hours after regular business hours.
- A “Police Record Check for Working with the Vulnerable Sector” (at the applicant’s expense) will be 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**

**Friday, November 11<sup>th</sup>, 2022, at 4:00 p.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.*