

POSITION TITLE: Property Manager (Caledon & Collingwood)
DEPARTMENT: Operations & Facilities
STATUS: Full Time Permanent
WORK LOCATION: Caledon & Collingwood



Position: Property Manager – Caledon & Collingwood
Department: Property Management
Status: Full Time, Permanent
Primary Work Location: Caledon

POSITION SUMMARY:

The Property Manager will be based in Caledon and report directly to the Director of Property Management. The individual will be responsible for leading maintenance and upkeep systems for all TSM buildings, grounds and equipment for the Caledon Camp and Collingwood property with regular site visits. The Property Manager will also be responsible for maintaining electrical, plumbing, mechanical and related systems. The incumbent will oversee the continuous improvement of the maintenance & Housekeeping process and executing long-term strategic plans including consolidation of services across properties and developing SOP for the mission.

POSITION RESPONSIBILITIES:

- Schedule, train, supervise and motivate all Property Management Team
- Develop and maintain preventative maintenance program for all mechanical and support equipment including security camera and equipment.
- Maintaining clean facilities by supervising daily, weekly and periodic cleaning schedules
- Work closely with other managers to identify and initiate projects for implementation that will improve processes to achieve cost reduction
- Responsible for allocation of work and reporting of the facilities ticketing system
- Work closely with the custodians in coordination and smooth functioning of the retreats booking system for Caledon and Collingwood
- Recommend, design prepare cost justification, manage vendor selection process, purchase, and supervise installation of all building (and related mechanicals systems), ensuring safe, timely and cost effective installation

- Maintain knowledge of latest codes and regulations involving equipment, facilities requirements, conversant with building regulations for camp
- Ensure all maintenance work operations are done in accordance with OSHA guidelines
- Ensure proactive maintenance procedures are cost effective, including machines, building, mechanical systems, properties and other structures
- Forecast, budget, order, price negotiation for parts and inventory, inventory control including property capital budget
- Adhere and ensure all Health & Safety protocols are followed by fostering a safe work environment; ensure all government regulations and policies are in compliance for all equipment and on all projects
- Be a member of the JHSC Committee; Works closely with the JHSC ensuring safety compliance, audit and quick resolution of all identified issues/needs.
- Draft and maintain maintenance reports
- Maintain and cultivate neighbor and Township Engagement/relationship
- Office and Space Allocation planning and execution in coordination with the custodians
- Overseeing all utilities monitoring bills for accuracy and efficiencies
- Fire Plan/Safety Plan implementation
- Health & Safety Plan implementation
- Upkeep of all building related Insurance Policies
- Health and Safety are top-of-mind in all functions and projects.

REQUIRED EXPERIENCE AND EDUCATION:

- University or College degree preferably in Engineering/ Property Management or related experience
- Proven aptitude and understanding of building (and related mechanical systems), preparation, processing and packaging equipment
- Ability to do basic mathematical calculations (additions, subtractions, divisions and calculation of percentages) Demonstrated ability to create, manage and report on budgetary reporting.
- Demonstrates all maintenance and housekeeping staff are compliant in regulatory and proactive training requirements
- Proven ability to implement process improvement and cost savings measures
- Proactively Inspecting equipment, structures, or material to identify the cause of errors or other problems or defects.
- Broad based experience in managing both in house trades and external trades
- A strong process engineering mindset and demonstrated skills.
- Superior communication skills, both written and verbal with a successful track record in working with stakeholders of multiple disciplines.
- Highly collaborative and self-motivated, with strong leadership skills.
- Friendly and professional demeanor with a positive attitude.
- The Manager of Property Management must have a valid driver's license and the ability to drive to all locations on regular site visits.
- Skilled in the use of MS Office suite.

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements. Interested applicants are invited to send a resume with cover letter to: careers@scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory reference.