

BUILDING SUPERVISOR - RESIDENTIAL

THE ORGANIZATION - COMMITED TO SERVING SENIORS AND FAMILIES

Kiwanis North Shore Housing Society (KNSHS) provides and operates non-profit, residential accommodations. With a 75-year history of service on the North Shore, KNSHS is now the primary provider of below market independent seniors' rental housing in both North and West Vancouver. We currently serving independent senior citizens of low or moderate income with below market rental housing. We own and operate 634 apartments in 7 buildings in West and North Vancouver and developing a new building with additional 106 units in Lynn Valley.

At Kiwanis, we believe that a diversity of people builds a vibrant, healthy, and safe community where residents are proud to live. If you are passionate about providing affordable, secure, and inclusive housing, we invite you to join our team. You will become part of a collaborative workplace where you can succeed and experience the satisfaction of knowing you have helped.

POSITION SUMMARY

This position is responsible for overseeing all aspects of daily property operations such as performing minor maintenance and repair duties, coordination and supervision of common area cleaning and contractor work. This position performs a range of inspections, liaises with authorities on issues such as permits and licences and reports on deficiencies that require repairs or maintenance. The Building Supervisor establishes good working relationships with residents and within the Kiwanis team to support in the delivery of our mission.

KEY AREAS OF RESPONSIBILITY

Building Operations

- Assists the Facility Manager in all aspects of building operations, performs move-in and move-out procedures and carries out preventative maintenance tasks as assigned. Issues purchase orders and coordinates trades for repair and maintenance.

Safety

- Assists with all aspects of daily building operations to ensure a safe and healthy environment for staff and tenants.

Resident Relationships

- Establishes good working relationships with residents to support successful tenancies, communicates complaints or concerns, and responds to resident requests and emergencies.

Monitoring and Reporting

- Monitors building systems to ensure proper function of vital equipment and services. Keeps logs and reports all major issues, deficiencies, and incidents in a timely manner.

CANDIDATE PROFILE

Qualifications

- A minimum of 2 years building manager/supervisor experience for residential rental properties with at least 50 units
- Building Worker Certificate preferred
- Basic knowledge of building/electrical/mechanical systems
- Excellent organizational, prioritization and problem solving skills
- Effective verbal and written communication skills in English, good listening, interpersonal, and customer service skills
- Basic computer skills in MS Office and ability to learn a property management software
- Familiar with the RTA and related legislation an asset
- This position is required to travel between sites. A valid Class 5 driver's license and access to a reliable vehicle will be required.

Please note that the successful applicant is subject to a satisfactory criminal record search.

Shifts/Hours

Fulltime Position - Monday to Friday – Some on-call will be required

Other Information

Salary Commensurate with Experience

HOW TO APPLY

If you are interested in this challenge, please send your cover letter and resume to HR@kiwanisnorthshorehousing.org with the subject line "Building Supervisor Position".

Position Start Date: May 1st or 15th 2021