



Posted: Thursday April 10<sup>th</sup> 2025

## JOB POSTING

### PROPERTY MANAGER, part-time

Castlegar & District Community Services Society (CDCSS) invites applications to fill our part-time Property Manager position.

#### Summary of the Duties and Responsibilities of the Position:

This position will ensure the efficient management and maintenance of all CDCSS properties, including tenancy relations.

#### Details of the Position:

1. Property and equipment repair and maintenance
2. Rent/Security deposit tracking and collecting
3. Unit inspections
4. Working with service contractors
5. Tenant interactions
6. On-call and relief work
7. Other – reporting, supervising volunteers etc.

#### Hours of Work:

1. This is a one-year contract at this time, with the possibility of renewal based upon performance in the role and upon continued agency need.
2. You are contracted to work a minimum of 15 hours per week and up to a maximum of 24 hours per week. The hours are to be worked in a flexible manner to meet the needs of the properties and agency priorities.

#### Job Classification, Compensation, and Benefits:

1. This position is a management position and is, therefore, excluded from the bargaining unit.
2. The terms and conditions of the BC Employment Standards Act will guide your employment with CDCSS.

#### Nature of the Job, Abilities, Certifications Required, Other:

1. You are required to use your own tools; however, if you require specific equipment to perform these duties, CDCSS will determine whether to purchase or rent the equipment; tool repair/replacement costs may be discussed with the Executive Director.
2. You are required have access to a reliable and adequate vehicle for the position.
3. You will be reimbursed \$.61 cents per km and must submit regular Mileage Claims forms to the Executive Director for approval.
4. Completion of Business Administration, Rental Property Management Licensing Course or any of the like is an asset.
5. A minimum of 3 years' experience working in carpentry and/or trades.

**Start Date:** On or around May 1<sup>st</sup> 2025

**Closing Date for Applications:** Hiring until position filled.

**Application Process:** Send via email your letter of interest and updated resume by the closing date and time noted above to [info@cdcsc.ca](mailto:info@cdcsc.ca). Please put *Property Manager Application* in the subject line.

<JOB DESCRIPTION FOLLOWS>

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**Castlegar & District Community Services Society**

**JOB DESCRIPTION**

**JOB TITLE:** Property Manager

**REPORTS TO:** Executive Director

**CLASSIFICATION:** Excluded

**EFFECTIVE DATE:** March 2025

**JOB SUMMARY:** The Property Manager will ensure the efficient management and maintenance of all CDCSS properties, including tenancy relations.

**GENERAL TERMS**

1. This position is a management position and is, therefore, excluded from the bargaining unit.

2. The terms and conditions of the BC Employment Standards Act will guide your employment with CDCSS.
3. This is a one-year contract at this time, with the possibility of renewal based upon performance in the role and upon continued agency need.
4. You are contracted to work a minimum of 15 hours per week and up to a maximum of 24 hours per week. The hours are to be worked in a flexible manner to meet the needs of the properties and agency priorities.
5. Your supervisor will be the CDCSS Executive Director, Reidun Rosi.
6. You are required to work in alignment with the mission and values of CDCSS and to abide by all policies. You will be required to sign an Oath of Confidentiality Agreement.
7. Your work schedule will be developed two weeks in advance and in collaboration with the Executive Director.
8. No overtime provisions will be part of this contract.
9. No parts of this contract employment may be contracted out, unless approved in advance by the Executive Director.
10. Your property management responsibilities will include the three current CDCSS building sites.
11. You are required to submit a bi-weekly timesheet through Dayforce for approval.

## **Compensation**

1. Your contract employment rate of pay is set at \$35.00 per hour.
2. Statutory benefits (CPP, EI, WorkSafe) are included and the position may be eligible for the full benefit package, including Extended Health Benefits and Municipal Pension Plan once probationary period is complete.
3. Your work will be covered under CDCSS's Work Safe BC and General Liability insurance policy.
4. You are required to submit a monthly Expense Claim form for reimbursement of any out-of-pocket expenses you incur in this role.

## **Contract Employment Duties and Responsibilities**

1. **Properties and Equipment Repair and Maintenance –**
  - a. Conduct an initial assessment of all repair and maintenance needs for each site; develop a system of clearly documenting this needs assessment, including dates, etc.
  - b. Maintain an ongoing list of repair and maintenance needs at each site and prioritize them for action.
  - c. Complete identified repair and maintenance projects that arise in a timely manner.
  - d. Develop a Capital Repair and Replacement (CRR) Plan for review by the Executive Director and the Facilities Committee (e.g. a 5 – 10 year CRR plan).
  - e. Establish and implement a schedule for regular fire systems and carbon monoxide detectors inspections. This should be done in collaboration with the local Fire Department and as per agency policy. Ensure that these systems meet acceptable standards at all times.
  - f. Establish and implement a schedule for regular inspections of properties' common areas, note all deficiencies, and effect any necessary repairs or maintenance as soon as possible.
  - g. Regularly maintain the landscaping of properties, including but not limited to, cutting lawns and trimming trees; make recommendations to the Executive Director for landscaping improvements.
  - h. Assist with garbage pick-ups at the 1660 and Blueberry site when necessary.

- i. Identify snow/ice removal needs during the winter months at each site and develop and implement a plan for ensuring that snow/ice is removed in a timely manner.
  - j. Effect all maintenance and repair of equipment and machinery, if possible, and/or arrange for appropriate service repair contractors.
  - k. Identify what supplies are needed to perform required tasks and make purchases in line with the budget provided.
  - l. Be present and onsite during working hours.
- 2. Rent/Security Deposition Collection**
- a. Coordinate and regularly collect monthly rents and initial security deposits from tenants. Keep accurate records of all monies collected and submit to Executive Director (or Finance Manager) in a timely and secure manner.
- 3. Unit Inspections**
- a. Conduct regular unit inspections, document outcomes, and maintain inspection files. Unit inspections may be done in collaboration with staff, especially for tenants requiring frequent inspections based on need (e.g. excessive collecting behaviours).
  - b. Develop and implement a system for notifying tenants of inspection outcomes and expectations.
- 4. Working with Service Contractors**
- a. Identify and contact appropriate service contractors (and ensure there is Work Safe BC and liability coverage) for repairs and maintenance issues that are beyond the scope of your skill set and/or job duties; secure at least two quotes and discuss with Executive Director before proceeding.
  - b. Ensure service contractors complete the contracted work in an adequate and timely manner.
- 5. Tenant Interactions**
- a. Be available to answer tenants' questions and inform them of various procedures, for e.g. Notices to Enter.
  - b. Following the tenancy acceptance process, conduct initial walk-through inspection reports with new tenants, review tenancy agreements with tenants, and collect all necessary documentation and return to tenancy files at main office.
  - c. Advise tenants of the Complaint Policy and Procedure, and be available to receive complaints and to work through them with the Executive Director.
- 6. On Call / Relief**
- a. Carry a cell phone to respond to calls from supervisor, other CDCSS staff, or tenants regarding property-related matters while on shift.
  - b. Be available to respond to after hour (day or night) emergency property-related calls, on a pre-set schedule with another manager or Executive Director; when not available, alternate arrangements may be made with the Executive Director.
  - c. Provide relief to Executive Director to act as the sole responder with respect to property matters when she is on leave or vacation.
- 7. Other**
- a. Maintain good working relationships with neighbouring businesses and residents of each site and ensure that all calls of concern about CDCSS properties and programs are handled promptly and respectfully.

- b. Develop a brief monthly written report for the Executive Director on the number and type of repair and maintenance tasks performed.
- c. In collaboration with the Executive Director, strategize on business plans for properties.
- d. Participate in staff meetings at CDCSS and occasionally other community meetings, as time permits.
- e. Coordinate, orient and supervise onsite volunteers who are assisting with property-related tasks (e.g. painting).
- f. Communicate regularly with staff and Executive Director to ensure the properties are meeting program needs and adjust accordingly.
- g. In collaboration with the staff and/or the Executive Director, address any emerging issues, concerns, or needs arising from the operation of our properties.
- h. Come prepared to regularly scheduled meetings with the Executive Director.

### **Other Requirements**

1. You are required to use your own tools; however, if you require specific equipment to perform these duties, CDCSS will determine whether to purchase or rent the equipment; tool repair/replacement costs may be discussed with the Executive Director.
2. You are required have access to a reliable and adequate vehicle for the position.
3. You will be reimbursed \$.61 cents per km and must submit regular Mileage Claims forms to the Executive Director for approval.

### **Termination of Contract**

1. Termination of contract can be initiated by either yourself or CDCSS with 30 days' written notice. No cause or reason for termination will be required.

### **Non-Performance of Services**

1. If, after being given adequate opportunity to correct your performance, it is deemed that you are not performing the services in accordance with this agreement, CDCSS shall pay you in full for all hours worked up to and including your last day worked. CDCSS will consider non-performance of services to be immediate cause for termination of this employment contract. CDCSS will be under no obligation to provide any further communication or documentation and our employment relationship will be dissolved.

### **QUALIFICATIONS:**

#### **Education and Training**

Completion of Business Administration, Rental Property Management Licensing Course or any of the like is an asset.

A minimum of 3 years' experience working in carpentry and/or trades.