



www.civida.ca

E: help@civida.ca

P: 780-420-6161

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10232 112 Street NW

Edmonton, AB T5K 1M4

JOB POSTING

Position: Director, Capital Development & Asset Management

Location: Edmonton

Term: Full-time, Permanent

At **Civida**, HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4500 social housing rental units and over 600 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit Civida for more information.

The Director, Capital Development and Asset Management, is a key member of the senior leadership team and is responsible for developing ideas and plans related to capital construction and operating maintenance and seeing them through to fruition. The position creates the strategy and executes the vision, ensuring delivery of excellence at every step. The Director is a seasoned professional, thoroughly versed in best practices, project management skills, construction management expertise and extensive experience managing multiple, large-scale projects.

This Director leads a team of asset managers who are responsible for the operating maintenance and turnover of Civida's housing portfolio. They also lead a team of project managers responsible for the delivery of capital maintenance and renewal of existing sites and new developments.

Key Responsibilities:

- Provide leadership, management and support to the Capital Development, Capital Maintenance and Asset Management teams.
- Provide leadership, administration and management of the capital development team to establish and implement innovative, effective and ethical standards for construction on all capital projects including new construction and revitalization.
- Oversee multiple projects running concurrently in various locations across the greater Edmonton region.
- Interpret and ensure compliance with all pertinent codes and regulations which apply to facilities design, engineering and construction.
- Prepare contract documentation to affect the investment opportunities, including joint venture agreements, limited partnership agreements, development agreements and documentation related to leasing and sales transactions.



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- Track and report on project performance, providing a real-time comprehensive and prioritized view of all Civida projects.
- Provide input on procurement processes including assisting in preparation and evaluation of RFQs and RFPs.
- that properties are maintained to a standard sufficient to meet the objectives of the organization and within the guidelines as set out for the program.
- Provide oversight and guidance in the development, execution and management of service contracts for operating maintenance work completed on Civida sites.
- Make informed asset planning decisions in a way that maximizes financial return, manages risk and opportunity, and provide satisfactory housing needs and levels of service in an economical and environmentally sustainable manner.
- Develop and manage policy, strategic asset management plan and business processes that give assurance that asset management activities will be delivered and aligned with organizational objectives.
- Responsible for analyzing and measuring property financial and operating metrics and providing solutions to improve performance.
- Ensure the department operates within the approved new development and capital maintenance and operating maintenance budgets.
- Collaborate with the finance department to produce budget figures for financial forecasting and input into the annual budget for the portfolio of properties Civida owns and/or manages.
- Report on grants spending, summaries and final statement.

Qualifications:

- Bachelor's degree in Commerce, Engineering or a related field
- Project Management Professional (PMP) is an asset.
- Minimum of 10-15 years of progressive experience related to managing and leading capital renewal projects and operating maintenance activities.
- Preference will be given to experience in the housing industry.
- Understanding of computerized maintenance management system (CMMS, in Civida's case, Yardi) for performance monitoring, trend analysis and continuous improvement.
- High level understanding of the *Alberta Residential Tenancies Act* and the *Alberta Social Housing Accommodation Regulation*.
- Understanding of the *Alberta Building Code*.



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- Excellent people leadership skills including performance development, team building and facilitation and succession planning.
- Demonstrated experience leading and managing change, building organizational talent and capacity, and empowering resources to achieve outcomes.
- Proven track record of strong fiscal management and continuous improvement
- Extensive experience working in real estate development including experience with project management and project costing of new development, from concept through municipal approvals, financing, construction and occupancy.
- A successful track-record leading teams and working on projects of 200+ units or more than \$50M.
- Responsible for analyzing and measuring property financial and operating metrics and providing solutions to improve performance.
- Develop and implement policies and procedures for the maintenance department.
- Monitor all procedures required for the efficient and effective operation of the department.
- Liaise with outside organizations to promote the organization's services.

How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

Civida has implemented a COVID-19 Vaccination Policy that requires all employees to be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated, based on a protected ground under the Alberta Human Rights Act, may request approval for an exemption and accommodation.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Send cover letter and resume to Human Resources email: careers@civida.ca

Closing Date: May 13, 2022

Competition # 2224