



[www.civida.ca](http://www.civida.ca)

E: [help@civida.ca](mailto:help@civida.ca)

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

Edmonton, AB T5K 1M4

## JOB POSTING

**Position: Manager, 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](http://Civida) for more information.

The Manager, Asset Management is responsible for ensuring that Civida is provided with the efficient and effective application of residential maintenance management services including all program requirements for the Community Housing, Near Market and Mixed Income Programs.

### **Key Responsibilities:**

- Provide leadership, management and support to the Asset Management team.
- Manage the maintenance components in the Community Housing, Near Market and Mixed Income programs in accordance with the Residential Tenancies Act, the Alberta Housing Act, funding agreements, and corporate policies.
- Ensure that all properties are maintained to a standard to effectively meet the objectives of Civida and within the guidelines as set out for the programs.
- Manage and oversee the pest management function for the Community Housing, Near Market and Mixed Income programs to meet objectives of Civida.
- Responsible for managing after hours and emergency maintenance process and receiving after hours calls that are escalated from the field supervisor level.
- Manage and coordinate the property maintenance responsibility for insurance claims process and requirements.
- Review and audit work orders, requisitions, service requests, inspections and other forms for completeness and accuracy.
- Collaborate with the Capital Development team on ongoing capital projects; providing maintenance perspectives and needs to new capital projects during design stage.
- Provide feedback and actively work with Capital Development team for building hand overs. Manage warranty call outs and liaise with internal teams.
- Work with the Procurement department to administer the tendering procurement process; attend pre-bid and start-up meetings, review tender documents



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- Assist with creation of specs and scopes of work for operating maintenance and service contracts. Provide contract value estimates and assist with finding different vendors as needed.
- Conduct the contract management responsibilities for projects including chairing and attending meetings, following up on building permits, projects coordination, reviewing shop drawings and design drawings, monitor progress and schedule, updating project costs, monitor and update budgets, manage changes, undertaking site inspections, promote health and safety in projects and approving payments.
- Ensure the effective resolution of maintenance complaints and non-compliance issues.
- Manage all maintenance service contracts and Site Manager contracts for Civida properties, making recommendations and facilitating resolutions as required.
- Monitor the department's statistics, including tenant charge backs, vendor chargebacks and contractual charging errors. Communicate with vendors as needed.
- Attend Community Engagement info sessions, talk with residents and provide general maintenance information.
- Work closely with the City of Edmonton and Alberta Health Service on urgent matters related to the property maintenance.
- Return tenant calls and attend site meetings with tenants as needed. Mediate conflict and tenant concerns.

#### Qualifications:

- Related Bachelor's degree
- Minimum 8 years' management and related experience preferably in a unionized environment.
- Minimum 3 years in a property management role.
- Knowledge of the Residential Tenancies Act and regulations is required.
- Knowledge of the Alberta Housing Act and regulations.
- Knowledge of the Alberta Building Code, Fire Code and Occupational Health and Safety Regulations.
- Knowledge of residents in the vulnerable sector.
- Knowledge of outside community organizations and resources, relating to tenant support and assistance.
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- Must possess excellent oral, written and interpersonal communication skills.
- Strong computer skills and ability to work with Microsoft Office suite of business programs



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### **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](mailto:careers@civida.ca)**

**Closing Date:** May 25, 2022

Competition # 2225