



County Administration Buildings, Belleville, Ontario

PROPERTY SUPERVISOR

The Community and Human Services Department, Housing Services has an opening for one (1) permanent full time Property Supervisor. This is a non-union position and reports to the Assistant Manager, Operations. The position is responsible for effective supervision and lease administration of senior and family rent-geared-to-income housing units.

Duties:

- Managing all aspects of property leasing including tenant complaints and concerns, move in/outs, rent collection and legal action as required.
- Identifying property deficiencies and assisting with the planning of improvements, repairs and upgrades to units.
- Working in conjunction with various internal departments and external agencies to ensure that both employer and client needs are met.
- Ensuring that internal policies and relevant legislation are adhered to in matters related to ongoing client eligibility and general personal and property safety.
- Supervise the activities and work assignments of the Rent Calculation Clerk and Custodians assigned to the Property Supervisor's portfolio.
- Supervise Facility / Security tenants to ensure safety and security requirements are met during non-core hours.
- Develop performance goals and plans for staff and provide coaching and performance feedback.
- Allocating work time between the office environment and the building sites.
- Participate in on-call duty on a rotational basis in order to support the Housing Services' responsibility to respond to problems and emergencies on a twenty-four hour a day basis.

Qualifications:

- A post-secondary diploma or degree in Business Administration, Public Administration or Social Services.
- A designation from a recognized housing administration educator (such as the Institute of Housing Management) is an asset.
- Expected proficiency in the use of computer software applications and programs with knowledge of the Yardi Management Solutions Software is an asset.
- A minimum of three (3) years' experience in the affordable housing field or related area.
- Demonstrated ability to understand, interpret, apply and explain applicable legislation.
- Strong interpersonal, problem solving, verbal and written communications skills.
- Must possess a valid Driver's Licence and ability to travel to various locations.
- Proficient in the use of Microsoft Office applications and Yardi Property Management software.
- The confidence and the ability to work independently as the position indicates, requires that a substantial portion of one's time is spent at the various residential complexes.

Salary Range: \$62,144 - \$72,683 per annum, with excellent fringe benefits

Applications for this position will be received in the Human Resources Department until **4:00 p.m. on Wednesday, January 25, 2017.**

Please forward applications to: careers@hastingscounty.com

County of Hastings, 235 Pinnacle Street, Belleville, Ontario K8N 3A9

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.

The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.