



Cornwall & Area Housing Corporation
Société de logement de Cornwall et de la région

1916, rue Pitt Street, # 11, Cornwall, Ontario K6J 5H3

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Manager of Capital Works and Maintenance

Reference: 2018-004

Cornwall and Area Housing Corporation is seeking one (1) individual to fill the permanent full time position of Manager of Capital Works and Maintenance.

Applicants must possess the following qualifications:

- Minimum of 5 years of recent experience at a high level of building management responsibility;
- C.E.T. certified, or equivalent;
- Sound knowledge and experience with building construction and maintenance requirements;
- Ability to develop, monitor and revise annual operating and capital budgets;
- Ability to interpret legislative guidelines and requirements;
- Sound knowledge of the Construction Lien act, Municipal By-Laws, Building, Fire, Electrical, Plumbing and other related codes;
- Knowledge of the Residential Tenancies Act, Housing Services Act and Landlord and Tenant Board procedures and documents;
- Ability to prepare and understand monthly reports for review by the General Manager as well as the Board of Directors;
- Ability to supervise and evaluate staff;
- Ability to work in a highly computer-literate work environment (Windows, Yardi Voyager, Microsoft);
- Must be available to assist with the provision of after-hours emergency services on a rotational basis;
- Ability to work some flexible hours, including evenings and weekends;
- Must possess excellent communication skills (both oral and written) in English and French;
- Knowledge and training in the Occupational Health & Safety Act and regulations;
- Maintain a valid unrestricted Class G Driver's License with a clean abstract;
- Have the use of a personal vehicle is required;
- Must provide a Vulnerable Sector Police Background Check to the Corporation's satisfaction.

Reporting to the General Manager, the Manager of Capital Works and Maintenance is responsible for providing technical, consultative and investigational services for all aspects of the capital works and building maintenance program for a portfolio of 1231 rental units located in Cornwall and throughout the United counties of Stormont, Dundas and Glengarry. The Manager of Capital Works and Maintenance is also responsible for the supervision of maintenance staff and ensures the Occupational Health and Safety Standards are maintained at all times.

Salary: \$69,035 to \$79,969 per year

Applicants are invited to submit resumes and proof of qualifications by Friday, August 3, 2018 at noon.

Cornwall and Area Housing Corporation

Attention: Manager of Finance and Administration

1916 Pitt Street, Unit 11 Cornwall, Ontario K6J 5H3

Fax: 613-938-6280

E-mail: hr@cahousing.ca

Cornwall and Area Housing Corporation thanks all applicants for their interest. However, only those applicants considered for an interview will be contacted. A criminal record check as well as a drivers' abstract is part of our screening process. Cornwall and Area Housing Corporation is an equal opportunity employer. Une copie de ce document est disponible en français en communiquant au (613) 938-7717 poste 16.