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**THE UNITED COUNTIES OF LEEDS AND GRENVILLE**  
**Human Services Division**  
**Community and Social Services**

**invites applications for the position of:**

**PROPERTY MANAGEMENT SUPERVISOR**  
**Temporary Full-Time Position (35 hrs/wk)**  
**Start Date: October 18, 2010 (for up to one year)**  
**Salary: Grid 9 (\$29.10-\$34.62/hr)**

**Position Summary:**

Reporting directly to the Manager, Finance and Property Services, and indirectly to the Director, Human Services, the Property Management Supervisor is responsible for the day-to-day and annual management of the maintenance and capital works of the public housing portfolio. The Property Management Supervisor is responsible for ensuring the properties are maintained in a good state of repair, ensure all appliances and moveable assets are accounted for and maintained thus ensuring the health and safety of the tenants, the protection of the United Counties housing assets and contributing to maximizing revenues.

**Qualifications:**

- Three-to-four years post-secondary education (university degree or equivalent) in Social and/or Human Services, Business Administration, Property Management or related field, or a combination of education and experience;
- Minimum two years experience in the Community and Social Services field;
- One year experience in a supervisory position preferred;
- Possess a comprehensive knowledge of all relevant legislation and programs within the Human Services Division;
- Possess a comprehensive understanding of community agencies/organizations which interface with the Human Services Division;
- Excellent interpersonal, organizational, problem-solving, decision-making and communication skills;
- Ability to work independently and within a team-delivered organizational model;
- Computer literate in all relevant technologies within the Human Services Division;
- Demonstrate sensitivity and responsiveness to the needs of the community;
- Ability to work flexible hours including some evenings and weekends depending upon the needs of the community;
- The possession and maintenance of a valid driver's license and access to a vehicle is required.

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### **Position Responsibilities:**

1. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Perform the responsibilities of the position consistent with the operational policies of the United Counties of Leeds and Grenville.
2. Responsible for identifying all maintenance and capital requirements for CSS Housing properties.
3. Ensure properties are inspected on a regular basis and buildings are kept in a satisfactory state of repair.
4. Develop and maintain a multiyear maintenance plan and schedule including preventative and cost saving programs.
5. Develop and maintain other property related plans such as the fire safety plans, or energy savings plans.
6. Develop and maintain a multi-year Capital plan.
7. Directly supervise Capital Maintenance Clerk and the Housing Property Foreman and indirectly supervise the Custodians.
8. Develop tenders and participate in the process for capital and contracted maintenance work and ensure all capital and contracted work is carried out as to the specifications.
9. Ensure all maintenance and capital work is tracked and periodic payments are approved.
10. Assist in the development of the annual maintenance and capital budget and ensure expenses are within approved parameters.
11. Protect own health and health of others by adopting safe work practices (reporting unsafe conditions immediately). Attend all in-house services regarding Occupational Health and Safety and follow all guidelines for employees and employers, as legislated under the Ontario Occupational Health and Safety Act.
12. Maintains a high level of respect of confidentiality for the organization, as per the Freedom of Information and Protection and Privacy Act (FIPPA).

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- 13. As set out for the United Counties of Leeds and Grenville's Peacetime Emergency Plan, perform duties in the event of a peacetime emergency.
- 14. Other related duties as requested and/or required.

The above duties are representative of a typical position and are not to be considered as all inclusive.

Applications should be marked "**Competition #CSS-10-56 (Property Management Supervisor)**" and forwarded **by 4:00 PM on/before Friday, September 17, 2010**, to:

Employee Services  
United Counties of Leeds and Grenville  
100-25 Central Avenue West, Brockville, ON K6V 4N6

**Email:** [hr@uclg.on.ca](mailto:hr@uclg.on.ca); **Fax:** (613) 341-3850

Applicant information is collected under the ***Freedom of Information and Protection of Privacy Act (FIPPA)***, and will only be used for candidate selection.

**COMPETITION:** CSS-10-56 (Property Management Supervisor)  
**POSTING DATE:** Wednesday, September 8, 2010 (4:00 PM)  
**CLOSING DATE:** Friday, September 17, 2010 (4:00 PM)