

Peterborough Housing Corporation

Job Description

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| JOB TITLE: | Building Asset Manager | EFFECTIVE DATE: | Updated March 2023 |
| DEPARTMENT: | Building Services | DIVISION: | Operations |
| GROUP: | Non-Union | JOB CLASS: | SG4 |

DIRECTLY RESPONSIBLE TO: Director of Operations

MAIN PURPOSE

Reporting to the Director of Operations, the Building Assets Manager leads the planning, development, implementation, and evaluation of all building capital projects, life safety systems, and security & access control systems. This role is responsible for the provision of efficient and cost-effective control, the management of capital and/or special projects of PHC's real property assets, writing technical specifications, leading the tendering and procurement processes for construction, equipment purchases, and other portfolio projects.

KEY MANAGERIAL RESPONSIBILITIES

1. Assist with the effective ongoing management and control of Department financial processes, practices, and activities.
 - a. Monitor the ongoing adherence of the Building Services Department to the Divisional budget.
 - b. Annually review the Department's budget to advise on its ability reflect current requirements for annual work plan and long-term objectives.
 - c. Recommend changes to the Director of Operations to ensure the effective and strategic allocation of resources within the Department.
 - d. For all purchases and contracts, ensure that procurement policies are adhered to.
2. Contribute to the development and implementation of short and long-term strategic plans for the Division.
 - a. Monitor the ongoing alignment of Departmental goals with the direction and priorities of the organization.
 - b. Communicate goals, objectives, and commitments for the Division based on projected organization-wide priorities and changes in service delivery; changing demands of residents and other stakeholders; ongoing environmental scans and trends/risk analyses; and anticipated changes in legislation and governance.
3. Contribute to the development and implementation of short and long-term strategic plans for the Division.
 - a. Monitor the ongoing alignment of Departmental goals with the direction and priorities of the organization.
 - b. Communicate goals, objectives, and commitments for the Division based on projected organization-wide priorities and changes in service delivery; changing demands of residents and other stakeholders; ongoing environmental scans and trends/risk analyses; and anticipated changes in legislation and governance.
4. Provide positive promotion within the Department.
 - a. Work to build internal and external partnerships and seek opportunities to achieve effective use of the building services resources through service delivery initiatives.
 - b. Represent Department activities and projects in the absence of the Director of Operations.
 - c. Internally, attend meetings to present reports and recommendations, to respond to questions from management team related to areas of responsibility, and to keep abreast of organization-wide initiatives, issues and priorities.

- d. Provide regular updates and briefings to the Director of Operations on Departmental issues, initiatives, and progress.
5. Provide leadership working with Departmental staff. Communicate a positive, supportive, and safe workplace culture within the Department.
 - a. Ensure effective communication and information sharing to all staff of pertinent decisions, directions, and the rationale.
 - b. Ensure an effective utilization of the Department's staffing resources and an appropriate and adequate level of resourcing for day-to-day and annual work plan priorities.
 - c. Identify, encourage, facilitate, and support opportunities for staff development and promotion.
 - d. Promote positive labour relations within the Department through the effective, fair, and consistent application and administration of applicable Collective Agreements and workplace policies.
 - e. Monitor compliance of the operations of the Department to ensure that they are in adherence to the statutes and regulations of the Occupational Health and Safety Act, RSO 1990, and all other relevant employment and labour legislation.
6. Contribute to a continuous improvement process for the Department to ensure optimal service delivery to customers.
 - a. Gather information from needs assessments to identify customers' needs and wants as they relate to Department programs and services.
 - b. Stay current with knowledge of trends, technological advances, best practices, and opportunities.
 - c. Continually research, report and recommend new and innovative ways to provide the most effective level and method of service delivery and to satisfy demands in the most cost-effective manners.
 - d. Implement standards, benchmarks, and related performance measures.
 - e. Promote excellence for service and service standards.
 - f. Liaise with experts and specialists in the field.

KEY RESPONSIBILITIES

1. Manage the planning, development, and implementation of capital projects and procurement processes for the overall portfolio of properties for PHC.
2. As a member of the PHC Operations Division, research and recommend to the Director of Operations:
 - a) Short and long-term capital and safety priorities,
 - b) Effective and best industry practices, energy savings programs, and
 - c) Legislative compliance issues for the organization from a Building Services perspective.
3. Responsible for the management of all Operations Division tendering and procurement processes, including writing technical specifications and recommending scoring factors for selection of successful proponents. Lead the process for managing the deploying, operating, maintaining, upgrading, and disposing of assets efficiently and effectively.
4. Play a lead role in working with staff in new construction, capital renewal and renovation projects:
 - a) Assist with establishing standard requirements,
 - b) Assist in project development
 - c) Foster communication with both internal and external stakeholders to ensure the needs of the corporation are met
5. Responsible for leading the Corporations asset life cycle. Manage systems following the life cycle of an asset from strategic assessment through concept design, detail design, and delivery to recommendations for operation and maintenance.
6. Research, recommend, and lead the implementation and management of building life safety systems:
 - a) Manage security & access control systems to ensure appropriate administration of Corporation assets
 - b) Ensure the Corporation is in compliance with all fire code legislation(s) and lead staff for regular and annual testing of building life safety systems.

7. Provides support as required to the Building Resident Manager with operational maintenance projects including providing input to contractors, resolution of contract discrepancies, contractor change orders, contract completion and release of contract holdbacks.
8. Responsible for leading the Corporations life safety systems. Development of building fire safety plans and management of deficiency corrections as required. Ensure emergency procedures are in place for each property, including conducting fire drills. Ensuring regular inspections occur and makes recommendations to enhancement of life safety systems.
9. Responsible for leading the Corporations security and access control systems. Management of video surveillance and access control systems, including documentation and auditing of all associated policies and procedures.
10. Internally, attend meetings to present reports and recommendations, to respond to questions related to areas of responsibility, and to keep abreast of organization-wide initiatives, issues, and priorities.
 - a) Represent Department activities and projects in the absence of the Director of Operations.
 - b) Ensure health and safety training for staff is being completed on schedule,
 - c) Act as designated records keeper
 - d) Act as the advisor for health and safety topics.
11. Other duties as assigned

WORKING RELATIONSHIPS

Inside the Corporation: Exchanges information with PHC Executive team, management staff, clients, and all other staff.

Outside the Corporation: Exchanges information with Municipal staff, contractors, vendors, law enforcement.

SCOPE

- a) **Financial:** Authority for purchases/payments in accordance with the Procurement Policy and Procedures Manual. Monitors expenditures for capital projects. Has the freedom of action to administer financial oversight of contractors and third-party vendors on behalf of the Corporation.
- b) **Operating:** Authority to make decisions in particular areas of capital and/or special projects operations in the absence of the Director of Operations. Independent decisions include administering many contracts and ensuring the performance of the contract to standards by completing inspections, evaluating and resolving conflicts/disputes. Judgement and interpretation is needed in maintaining relationships with both internal and external contacts; and insuring best practices for building and maintenance issues. Departure from standard practice and non-approved expenditures will be referred to the Director of Operations. Works within framework provided by PHC, financial guidelines and tendering and procurement processes.

EDUCATION / EXPERIENCE / SKILLS / TRAINING

Technical Competencies:

This position requires a 2–3-year post–secondary Diploma or equivalent in project management, facilities management or building technology/trades. Must have experience writing technical specifications and managing tendering and procurement processes. Must possess a thorough knowledge of residential building, construction building requirements, preventative maintenance, building codes, municipal by-laws, and various trades/contract administrations with ability to read blueprint/technical specifications. Must have intermediate-level proficiency in word processing, spreadsheet and database software applications, general knowledge skills trades' environment, the Ontario Occupational Health & Safety Act.

Managerial Competencies:

This position requires an individual who has demonstrated knowledge and experience in managing people and programs, identifying, and implementing corporate policies and objectives, program/project management and performance measurement. Candidate must possess a proven ability to deliver results; be able to carry out direction and communicate effectively.

Leadership Competencies:

This position requires an individual who has demonstrated skills and experience in delivering a robust service delivery model, motivating staff and meeting deadlines. This position requires an individual who is a self-starter; consistently displays a positive, confident, and approachable manner; and readily shares and solicits information and input. Incumbent should have a commitment to quality customer service, A respect for the diversity of opinions and perspectives; and be comfortable with managing risks and opportunities. Incumbent should have a clear sense of purpose, be confident in their abilities, and possess a high level of emotional maturity and self-management.

Requires a valid driver's license and use of own vehicle to fulfil the duties of the position as required.

Approved this _____ day of _____

Director of Operations