

## **JOB DESCRIPTION – BUILDING MANAGER (Draft)**

**Qualifications.** Jubilee Place is a 34 Unit facility located in Trail B.C. for low income seniors with priority given to those 65 years and over. The Building Manager must have respect and an understanding of the elderly, good communication skills, an ability to keep information and interactions confidential, show good problem solving skills and a willingness to carry out policies as set out by the Board of Directors. Previous experience in building management and/or working with the elderly would be an asset.

As a contractor, the Building Manager must have WorkSafe BC insurance: pay premiums and work under a registered business.

### **Detailed Job Description**

**Reporting**—The Building Manager reports to the TECHS (Trail Elderly Citizens Housing Society) Board of Directors and represents the Board in matters of building management.

**Representative**—Functions as the Board’s representative in matters of building management and carries out day to day operations of Jubilee Place according to policies and resolutions of the Board.

**Emergency Response Preparedness**—Implements Fire Safety Plan and sets up regular fire drills for tenants. Arranges for maintenance and inspection of all emergency systems. Schedules and arranges for regular maintenance of fire-suppression systems. Answers emergency calls and notifies appropriate authorities. Maintains general security including lock and key records.

**Meetings**—Attends a monthly, or as requested, meeting with the Board of Directors and provides a building management report related to day-to-day operations. Attendance is not required for the Annual Board Meeting.

**Interviews**—Along with a member of the Board conducts interviews of new applicants and makes recommendations to the Board as to suitability.

**Liaison**—Liaises with Emergency Services, Community Services, businesses and other agencies as required for the management of Jubilee Place.

**Co-ordination**—Works as a team member with Maintenance, Cleaning, and Yard staff to alert to and schedule repairs, jobs, and problems that may arise. Compiles a list of jobs for Maintenance person and notifies of more urgent situations.

**Records**—Keeps records of tenants up-to-date. Maintains tenants’ personal information files, tenant rent depositions and building maintenance reports. Files any required reports and forms for reference purposes. Maintains a record of all repairs. Maintains an inventory of all building equipment and supplies. Keeps all tenant information confidential and secure.

**Public Inquiries**—Responds to inquiries and when appropriate directs inquiries to the Board of Directors.

**Provides**—Invoices and receipts for goods and services to the Board for authorization and payment.

**Rent Collection**—Collects monthly rent charges and arrears from tenants at time of occupancy and every six months thereafter by means of six months post-dated cheques. These are to be kept in a secure, locked cabinet at Jubilee Place. The Building Manager is responsible for ensuring the timely

deposit of rent to the Kootenay Savings Credit Union. Monthly, annual rent-roll and balance sheet records will be maintained.

**Laundry Money**—Collects, rolls and deposits coin from laundry rooms on first of each month.

**Cheque Signatures** –Will pick up and deliver to signing officers of the Board of Directors all cheques to be signed for building operations: weekly and/or bi-weekly.

**Resident Inquiries**—Responds to resident inquiries, issues, complaints and emergencies in a confidential manner and takes appropriate action when necessary.

**Policy Changes Notification**—Informs tenants of policy changes and building information as required (will be provided in writing to each tenant and will be posted by elevator on each floor).

**Updates to Directors**—Informs Board of Directors of any serious tenant issues, concerns, complaints, vandalism and disturbances. Responds to tenant inquiries in a timely and confidential manner.

**Contractors**—Contacts and schedules trades persons as required to conduct maintenance.

**Annual Apartment Inspections**—In conjunction with the Board will conduct and document annual apartment inspections for replacement reserve planning, complying with the requirement of providing 24 hour notice to tenants.

**Light Cleaning**—Will empty garbage from all common areas (garbage rooms, laundry rooms, stairs, public washroom, and public areas) daily. Will remove debris from outside entrance as necessary. Will remove any spills from any common area immediately to prevent falls.

**Annual Maintenance Contracts**—Arranges annual fire, security and cleaning of HVAC system.

**Parking Policy** –Administers the policy and alerts the Board to any unsafe practices or issues.

**Photos of Apartments** –Will take detailed photos of each unit prior to tenant occupancy and termination.

**Orientation**—Will assist new tenants in the necessary paperwork, orientation to the building and HVAC system, rules and regulations. A copy of the BC Residential Tenancy Agreement to be given to each tenant.