Employment Opportunity

Property and Fleet Manager
Administration – Vancouver
Regular Full-Time (35 hours/week) (Grid 50)

PCRS is a long-standing, award-winning not-for-profit that serves the most vulnerable people in the Province of B.C. We believe that helping the most marginalized individuals and families will raise the health and well-being of the communities we serve. Our vision is to see everyone thriving in strong, healthy communities, and our mission is to inspire healthy and inclusive communities through leadership and collaboration. We value advocacy, diversity and inclusion, empowerment, service excellence, stewardship, and well-being. We have been recognized for placing a high value on work-life balance. Our Employee Family Assistance Program has a full preventative health program including nutrition awareness, stress reduction, and tools to assist our staff with maintaining a work-life balance. We take care of our people who take care of the people we serve.

Position Summary:
The Property and Fleet Manager reports to the Director of Finance and Administration and is responsible for the proactive maintenance and operations of program facilities/worksites and agency vehicles. The Property and Fleet Manager is a member of the management and administrative team. In this role, you will work collaboratively as a team member to achieve strategic objectives. This position will be responsible for the development of systems and procedures to enhance our Property and Fleet Management capacity to deliver high-quality, accountable services to our community.

PCRS has approximately 20 locations in Vancouver, Surrey and Chilliwack, including residential and commercial property (leased and owned) with primary purposes being programming, office, and over 100 units of supportive housing. The Property and Fleet Manager is responsible for providing leadership, guidance and recommendations to the agency on decisions related to our properties, vendors, purchasing, worksites, fleet and insurance.

Primary Duties:
- Provide leadership, guidance and recommendations to the agency on decisions related to our properties, vendors, purchasing, worksites, fleet and insurance.
- Provide financial oversight for facilities activities, including developing and maintaining Capital plans and maintaining records of replacement reserve expenditures.
- Ensure organizational strategic objectives, health and safety and other compliance needs are met.
- Provide leadership and guidance to all facility team members.
- Provide oversight to our fleet, including fleet replacement plan, insurance, leases/purchases, maintenance, records, and inspections.
- Provide oversight of projects for safety, work quality, adherence to schedule and budget.
- Provide oversight on construction, remodelling, repairs and maintenance to facilities.
- Contractor Management: Oversees selection and performance of external contractors, including custodians, technicians, groundskeepers, trades.
• Property Management: Oversees tenant selection, tenancy agreements, rent collection and review, tenant management, escalations and ending tenancy.
• Develop preventative maintenance schedule and audit process.
• Maintain a working knowledge of funding programs for capital and operating funds for agency programs, including B.C. Housing funding.
• Accountable for ensuring compliance to all legislated, organizational, and industry-related requirements and guidelines, including but not limited to environmental, health and safety, and building standard requirements.

Academic and Job Experience Required:
• Bachelors Degree in a related field or equivalent vocational or property management training, education and experience
• Five years of leadership experience in a related field of work
• Be highly proficient with Microsoft Office 365 (Word, Excel, Teams)
• A team player who is flexible and adaptable
• Self-motivated with the ability to think logically and problem-solve.
• Highly organized, detail-oriented, and maintaining strong records for all facility activities.
• High level of verbal, interpersonal, and written communication skills.
• Able to work with colleagues collaboratively and professionally.

Basic Requirements:
• Criminal record check including the vulnerable sector
• Class 5 Driver’s License, acceptable driving record, reliable vehicle with the ability to obtain business insurance.
• Proof of being fully Vaccinated for Covid 19

Desired Requirements:
• Able to handle sensitive information confidentially.
• Have experience working in a not-for-profit preferred.
• Experience creating and working within a culturally inclusive environment.

IMMEDIATE SUPERVISOR:
Steven Atkinson, CPA, MBA, Director of Finance and Administration

Salary Range: $76,694.80 – $87,633.00 annual salary plus a comprehensive benefits package which includes four weeks’ vacation, and an excellent pension with the Municipal Pension Plan (MPP)
Closing Date: December 24, 2021 at 4:00 pm
Apply at: https://pcrs-external.scouterecruit.net/jobs/PCRS281

Offer of employment is conditional upon the applicant providing us with proof of being fully vaccinated against COVID-19

“Pacific Community Resources Society is committed to diversity and inclusion and encourages applications from people of all gender identities and expressions, persons with disabilities, Indigenous peoples and visible minorities. Persons who anticipate needing accommodations for any part of the application process may contact our H.R. department at hr@pcrs.ca. Personal information will be kept confidential.”