

PLAINS HR SERVICES

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HR BULLETIN # 21-01

CAREER OPPORTUNITY MANAGER, CAPITAL ASSETS AND PROPERTY SERVICES Prince Albert Housing Authority

The Prince Albert Housing Authority is looking for a **Manager, Capital Assets and Property Services** to join their team. In this **new position**, the successful candidate will report to the General Manager and will be a key player on the management team. The key responsibilities of the position include the leadership, management, and oversight of the capital assets, property and maintenance services, and related operations for the housing authority.

What You Will Do:

- Annually develop a capital asset plan to identify short and long-term budgetary requirements through effective planning, forecasting, and monitoring capital needs
- Develop a preventative maintenance plan, oversee the tendering process, contract and vendor management, procurement, and general insurance for the portfolio
- Develop a life cost estimate of all properties, identify and make recommendations for portfolio improvements to insure sustainability and to maintain safety standards
- Provide data and information to SHC to insure the capital asset planning model is current and aligned to SHC's capital asset plan
- Ensure the portfolio is maintained to the highest possible standards and meets all regulatory and legislated standards
- Direct and oversee the M&I program for PAHA, estimate materials and labour, consult with contractors and ensure contracts are satisfactorily implemented and managed
- Lead, coach and mentor four direct reports with overall responsibility for a team of 21 FTE.
- Prepare regular management reports to GM for Board and related meetings.

What we're looking for:

- Expertise in planning, forecasting, pricing, estimating, and procurement
- A Business Degree with five years' experience and knowledge in general or residential construction, mechanical systems, capital asset planning models, and/or property management; or an equivalent combination of education and experience in a related field.
- Excellent communication and leadership skills.
- Experience working with capital asset software (i.e. Ameresco), and the MS Office Suite
- Knowledge of various provincial Acts (WCB, OH&S) is required

If you are interested, please email your resume with cover letter in confidence by 5:00 p.m. Monday, January 25, 2021 to hr.plains@housingauthoritiesk.com

We thank all who apply but will contact only the applicants selected for an interview.