

JOB OPPORTUNITY

POSITION: PROPERTIES SPECIALIST

REGION: Corporate Services

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

College diploma in Facilities Management, Construction or a related discipline. A minimum of 3 – 5 years of experience in facility management/administration, building construction and maintenance. Advanced knowledge of Microsoft Office (e.g., Word, Excel, Outlook) and other software including Visio, Drawing and Graphic software; PeopleSoft knowledge is an asset. Strong organizational and problem-solving skills, attention to detail. Ability to research information. Sound knowledge of Ontario Building Code and Ontario Fire Code. Strong verbal and written communication skills. In depth understanding of building systems, structures and operation. Excellent time management skills with ability to manage multiple priorities. Self-starter, able to work effectively independently and as part of a team. Strong visual and analytical skills.

JOB SUMMARY:

The Properties Specialist is responsible for monitoring and assessing the status and condition of the portfolio of Community Living Toronto properties for compliance with legislated and regulatory requirements. This includes compliance with the Fire Marshals Act, Ontario Building Code, Access for Ontarians with Disabilities, Occupational Health and Safety Act, Occupiers Liability Act and Ministry compliance requirements for Property, Fire and Health and Safety.

RESPONSIBILITIES:

- Provides on-going research and analysis of legislation in relation to Properties operations, including research on products and services related to property projects and maintenance.
- Liaises with Regional Managers to support requirements for Ministry compliance inspections.
- Assists program staff with compliance and maintenance issues; analyzes, plans, and facilitates building changes needed to achieve overall Properties compliance.
- Develops solutions to address special property needs, such as elopement prevention and damage mitigation.
- Implements and maintains property-specific Fire Plans and evacuation procedures.
- Facilitates and tracks the service, inspection, and record keeping of fire/life safety equipment.
- Liaises with contractors to complete fire system and mechanical inspections for licensing.
- Conducts site visits for the purpose of information gathering, as well as to conduct fire drills and related training.
- Provides instruction on emergency procedures to internal staff.
- Coaches and assists Program staff in achieving legislated fire evacuation times from residences.
- Prepares reports, spreadsheets, project documentation, and general correspondence.
- Designs/facilitates customizations to the facilities management system “Megamation”.
- Works on special projects related to compliance and/or property maintenance; creates floor plans and/or 3D images to support project planning.

HOURS OF WORK: 37.5 hours per week (including evenings and weekends)

**TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:**

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E19-275

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.