



**community**  
LAND TRUST

info@cltrust.ca  
Main: 604.879.5111  
Web: cltrust.ca

Community Land Trust Foundation of BC  
220 – 1651 Commercial Drive,  
Vancouver, BC, V5L 3Y3

## Who We Are

The Community Land Trust (CLT) has 25 years' experience in the non-profit housing sector and is the real estate development arm of the Co-operative Housing Federation of BC (CHF BC). Our mission is to acquire, create, and preserve affordable housing for future generations with a focus on development and redevelopment of co-operative and non-profit housing and to work in collaboration with CHF BC and others to further that mission. We have current portfolio of approximately 900 homes with another 700 homes in various stages of development.

## Who We Are Looking For

We are currently seeking potential candidates for the Site Manager position.

### Site Manager

The Site Manager will be the on-site point of contact for the managing and maintenance of CLT properties and assets. They will be responsible for the day-to-day operations of the building as well as developing and monitoring all processes and procedures to ensure the quality of services provided by staff meets best practices in property and asset management. The Site Manager also undertakes to inspect and maintain building facilities to CLT standards. They identify building maintenance needs as well as complete inspections and preventative maintenance reports. They will also ensure that preventative, corrective and breakdown maintenance, custodial care, refurbishment, and renovations are handled in a cost-effective and professional manner.

Weekend, evening and rotating on call duties required.

Candidates must be in good physical health as most days are spent standing, walking and lifting items up to 50 lbs.

Salary: \$51,000 - \$55,000 annually. Please see a [more detailed job description](#) on our website.