



## ASSET MANAGER

### Organization Overview

Community Land Trust (CLT) is a social purpose real estate developer creating permanently affordable housing solutions for people, with a focus on co-operative housing. We currently hold a portfolio of 2,100 homes and commercial spaces across Metro Vancouver, the Fraser Valley, and Vancouver Island, with many more under construction and active development. We expect our portfolio to include more than 3,500 homes in the next three years, with projects actively under development and construction.

Our team of skilled industry professionals is focused on creating and advocating for inclusive communities that residents are proud to call home.

### Purpose of the Position

Reporting directly to the Director of Real Estate and Asset Management, the Asset Manager will collaboratively manage major capital asset renewal projects, ensure alignment between capital plans and maintenance/repair priorities, as well as manage energy audits and other programs related to energy analysis and building retrofits. They will build and maintain productive relationships with the development and finance teams and business partners and industry contacts.

### Key Responsibilities

As a member of our growing team, your responsibilities will include:

#### **Asset Management**

- Responsible for maintaining property records to inform strategic planning and decision making, and report on this information as requested
- Lead the analysis of all capital costs
- Review operating agreement reporting requirements to ensure compliance
- Review and recommend operational opportunities for to enhance and improve the CLT's real estate assets and manage through to completion
- Assist operations on planning and authorizing expenditures for budget compliance in collaboration with Senior Property Manager (suite and building renovations)
- Collaboratively establish product specifications and standards for new and existing buildings
- Maintain accurate and up-to-date work schedules and associated support activities on capital projects
- Monitor and report status during the project lifecycle
- Assist with the tendering process for renovation projects and verifying that all necessary paperwork has been submitted
- Support the development of project scope, proposal, estimate, and change notices

- Coordinate the procurement process and contracting documents, including Request for Quotations, Technical Bid Evaluations, Engineering Work Packages
- Ensure the project execution plan and quality management plan are adhered to and documented
- Onboard of new and existing assets or estates, to the CLT portfolio
- Ensure appropriate and sufficient insurance coverage for assets

### **Capital Planning**

- Ensures alignment between capital plan and maintenance/repair priorities
- Maintain capital budgets / replacement reserve plans for every building, monitoring reserve expenditures and reporting on variances from budgets
- Plan and forecast future replacement reserve allocations
- Establish and maintain an asset inventory for all buildings, including building condition assessments (BCA) and depreciation reports. Ensure depreciation reports and property appraisals remain current
- Liaise with funders and stakeholders to gain access to renewal programs and services
- Analyze and integrate data gathered from asset database, maintenance staff, energy audits, building condition assessments, engineering studies, vendors, CMHC and BC Housing to determine capital planning and replacement strategies
- Responsible to ensure asset database is current by ensuring assets are updated and working with operations team to ensure data is entered and accurate
- Prepare project proposals, complete with documentation and business case, for application to government programs and then overseas projects to completion
- Negotiate Commitment Agreements and/or Project related documentation on behalf of CLT (with consultation with Directors/ED)
- Facilitate training for staff as necessary in Capital Planning
- Seeks out and applies for sustainability, conservation or other climate related programs and initiatives including but not limited to those offered by BC Hydro, Fortis, BC Housing, CMHC and/or other organizations
- Represents CLT in stakeholder discussions around capital renewal and asset planning.

### **Energy Management**

- Lead the annual energy audit for the portfolio and other programs related to energy analysis
- Regularly monitor and analyze energy performance as it relates to capital replacement or retrofits
- Identify potential problems/projects, develop business cases for capital investment, and identify funding sources for energy retrofit projects
- Liaise with funding organizations, and leaders in asset management and sustainability for energy management including rebates and grants

### **General**

- Prepare annual budget for capital assets and presenting to the finance department
- Participate in quarterly financial reviews with Directors and Managers
- Participate in the selection process and hiring decisions when requested

- Participate as part of the on-call duty rotation
- Perform other related duties as required

### Education and Experience:

- A minimum of five years' experience in architecture, construction, building science or engineering in building systems/mechanical engineering or a related field.
- A minimum of seven years' experience on duties relating to the operations and/or management of large complex buildings
- Training and experience in project management, budgeting, estimating, and procurement. CAPM or PMP are considered an asset.
- Training and/or experience in capital planning, portfolio planning, asset management, and property management, real estate development, planning, design, construction management or engineering are considered an asset.
- Experience writing funding proposals, working with government funders and experience writing technical reports.
- Experience working in a charity or non-profit context is considered an asset.

### Skills and Abilities:

- Knowledge and experience in asset management, capital planning, portfolio management.
- Knowledge and experience in energy management, conservation, analysis, and energy retrofit projects.
- Knowledge of project management best practices, particularly budgeting, scope, time management, and procurement.
- Ability to build and leverage relationships with funders and other stakeholders.
- Ability to prepare business cases and funding proposals.
- Ability to read and understand legal documents and construction plans.
- General knowledge of building codes and systems.
- Knowledge of advanced building mechanical systems considered an asset
- Well organized, multitasking, and prioritizing skills with the ability to work on multiple projects at any given time with tight deadlines while maintaining a high level of accuracy and attention to detail.
- Ability to undertake research and analysis related to managing capital assets.
- Ability to perform duties with limited supervision and to demonstrate excellent administrative and time management skills to effectively coordinate a variety of competing tasks as well as organize and manage workloads and set priorities.
- Ability to use standardized software packages, including word processing, spreadsheets, presentations, and customized in-house database programs.
- Ability to develop, coach and guide staff members and build collaborative teams.
- Excellent communication skills

**Compensation:** \$87,125 – 102,500/year. Salary commensurate with experience. Additionally, we offer a comprehensive benefits package including retirement and education allowances.

Please send your resume and cover letter to [careers@cltrust.ca](mailto:careers@cltrust.ca)