



Role Description

L'ARCHE ASSOCIATION OF LETHBRIDGE

1. Title

Property Manager

2. Summary of Role

The Property Manager is responsible for the care and maintenance of all L'Arche Lethbridge's buildings, grounds and vehicles. This is a part time position, at minimum .25 FTE.

3. Accountability

The Property Manager is accountable to the Community Leader.

4. Core Expectations and Desired Skills

It is expected that the Property Manager will:

- 4.1 Accept and support the Identity and Mission of L'Arche as outlined in the International Charter of L'Arche (May 1993), L'Arche International Identity and Mission Statement (October 2008) and the mandate of L'Arche Lethbridge.
- 4.2 Demonstrate the technical ability to assess and address the maintenance needs of the community.
- 4.3 Demonstrate self-initiative and forward planning to respond to the maintenance needs of the community.
- 4.4 Demonstrate capability and availability to respond to maintenance-related emergency needs of the community.
- 4.5 Demonstrate knowledge of services and providers available in the City of Lethbridge.
- 4.6 Demonstrate an ability to maintain records and documentation
- 4.7 Respect and support the traditions and rhythms of life of the Homes and of L'Arche Lethbridge.
- 4.8 Develop healthy, respectful and appropriate relationships of mutuality with all members of the community.
- 4.9 Assist in creating an environment that maintains what is known by the Core Members living in the household and is culturally appropriate.
- 4.10 Commit to the following core policies of L'Arche Lethbridge: Confidentiality, Code of Conduct and Conflict Management.

- 4.11 Demonstrate an ability to work with members of the Administrative and Leadership Teams and with the teams in the Homes.

5. Required Responsibilities

It is expected that the Property Manager will:

- 5.1 Be responsible for ongoing maintenance of L'Arche Lethbridge's buildings and property.
- 5.2 Oversee the ongoing maintenance of L'Arche Lethbridge's fleet of vehicles.
- 5.3 Prioritize completion of projects based upon requests from the homes and/or Community Leader.
- 5.4 Work with the Community Leader to ensure projects are completed within the budget of the community.
- 5.5 Work with the Administrative Team to ensure compliance with Building Codes, Fire Safety and Accommodation Standards.
- 5.6 Hire and supervise contractors when repairs require expertise beyond the Property Manager's ability.
- 5.7 Develop and maintain annual and 5-year preventative maintenance plans for each property.
- 5.8 Inform homes of scheduled maintenance visits and ensure completion of the work including clean up.
- 5.9 Meet regularly with the Community Leader and other members of the Leadership and Administrative Teams as required.
- 5.10 Empower and teach others as needed.

6. Qualifications

- Criminal records check
- Minimum of trade certification and/or license
- Previous experience in property supervision including planning, scheduling and budgeting
- Previous experience in supervising and/or collaborating with other trades people

7. Authority

The Property Manager has the authority to carry out responsibilities within this role description.

8. Evaluation

The Property Manager is evaluated annually by the Community Leader.

(Continue on next page)

To demonstrate that you have read and understood this Role Description, please describe in your Cover Letter how you meet (or will meet) the qualifications listed in section 6 above.

Additionally, please list two or more points (by number) of the required responsibilities which you consider to be strengths of yours, and one point for which you feel you would need to develop further in order to carry out this role well.

Please email marie.m@telus.net if you have any questions.

Updated November 9, 2016, July 13, 2017, July 11, 2019.