



May 14, 2019

Job Posting: #1-2019-Admin

**Nelson CARES Society**  
**INTERNAL AND EXTERNAL JOB POSTING**  
**Position: ASSET MANAGER**

Nelson CARES Society (NCARES) is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment and residential support services. NCARES manages 13 properties and has a number of capital projects underway over the next three years and anticipate another major project to be added over that time period. The purpose of this position is to ensure that the assets and capital projects are managed effectively over time and that these projects are supported through an internal management position.

This position will work and report directly to the Executive Director and assist Program Managers to develop and manage capital projects and ongoing asset management.

*To be considered for this position, the applicant must have graduated from a post-secondary institution within the last two years.*

**Education and Training Qualifications:**

Preference for those with a Building Construction Technology Certificate or Project Management credential from an accredited institution such a BCIT, Langara College or Canadian Housing Institute or equivalent experience in the key job areas.

**Duties and Responsibilities:**

- Oversee asset and capital project management. In conjunction with the Finance Manager and Executive Director, maintain asset management plans; forecast capital needs for building maintenance and improvements.
- Oversee construction and renovation projects for the society. Ensuring there is clear scope, vision and communication to all stakeholders, including clients, Board of Directors, program managers and community. Manage project details including project feasibility, tendering, preparation of design documents, permits and compliance with WorkSafe BC.
- Ensure projects are executed as per contract details and within prescribed budgets.
- Collaborate with the Executive Director to manage project budgets, schedules, change orders and other details.
- Responsible for grant development and management for new or planned projects.
- Coordinate and/or represent NCARES at project site meetings.
- Ensure that project schedules are on time and communicated to the Executive Director.

- Negotiate with vendors, suppliers and subcontractors.
- Ensure progress claims are processed in a timely manner.
- Maintain project documentation.
- Work with the management team and Board to develop new projects and manage ongoing work.
- Possess strong knowledge of construction materials, process and equipment and risk management policies and procedures.

**Qualifications:**

- Possess a combination of post secondary studies and work experience in building asset management, including but not limited to creating and maintaining property and building maintenance and improvement schedules.
- Financial management experience and ability to forecast revenue and expenses over the long-term.
- Ability to prioritize projects and manage projects to completion within a fixed budget.
- Experience with new technology and database platforms for asset management.
- Experience in tender processes and how to fairly execute tenders.
- Knowledge of the Residential Tenancy Act; WorkSafe BC; BC Building Code and BC Housing Contracts.
- Ability to develop and implement systems and processes to maintain asset records.
- Strong communication skills and ability to work in a team atmosphere.
- Must be within 2 years of graduating from a post-secondary institution.

**Specific Job Qualifications:**

- Satisfactory Criminal Record Check
- Valid BC Driver’s license and access to a reliable vehicle

**Position Start Date** : As soon as possible  
**Term** : Permanent Position  
**Compensation** : \$32 per hour (Non-benefitted position)  
**Hours of Work** : 30 hours per week  
**Location** : 521 Vernon Street, Nelson BC  
**Deadline of Application** : June 5, 2019 before 4 pm

Please e-mail application including a cover letter, resume, and three references in a PDF format to:

**Pamela Loeppky**  
**Nelson CARES Office Manager**  
**Email: pam@nelsoncares.ca**

*Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications. All external applicants will only be contacted if short-listed for an interview.*