

# Hugh Garner Housing Co-operative Job Advertisement Co-ordinator

Hugh Garner Housing Co-operative is accepting resumes to fill a permanent full-time (35 hours per week) position as a Co-ordinator in Downtown Toronto. The Co-operative offers a competitive compensation package, and employees, including this position are unionized. Monday – Friday 9:00 am – 5:00 pm. Some evening work required.

If you are interested in applying for this position, please e-mail your cover letter & resumé to [fahrinh@hotmail.com](mailto:fahrinh@hotmail.com) by Friday February 28<sup>th</sup>, 2025.

## **Responsibilities:**

**This position reports to: The Board of Directors.**

## **Corporate Management**

- Ensure compliance with the terms of the Co-operative Corporations Act, the Co-operatives By-laws, the Housing Services Act and all other legal requirements of the Co-operative.
- Advising and consulting with the Board of Directors with respect to any by-laws, rules and regulations, which are required to successfully operate the property.
- Ensure corporate records are maintained.
- In conjunction with the Administrative Assistant, maintain open office hours.
- Ensure that correspondence and any other relevant information are properly prepared and distributed in advance of board and members meetings.
- In conjunction with the Financial Administrator & Finance Committee, prepare for consideration of the Board of Directors the annual work plan, operating budget and a reserve fund/capital expenditures plan.
- Ensure estimates and/or costs for damages caused by conduct of members are prepared and directed to the Financial Administrator for collection.
- Ensure that the building is marketed so as to minimize vacancy loss;
- Prepare reports to the Board of Directors including a written copy of the monthly inspection of the buildings, equipment, grounds and site work and all other matters including legal matters and project reports on relevant issues as requested by the Board from time to time;
- On behalf of the Board of Directors provide day-to-day supervision and direction to administrative, financial administration and maintenance personnel;
- Other duties as assigned by the Board of Directors.

## **Financial Management**

- Ensure a current register of members is maintained.
- Demand, sue for, enforce payment, receive and give receipts and discharges for housing charges or other monies owing including taking legal proceedings as are appropriate to terminate occupancies, as directed by the board of directors, to recover arrears and any damages and to obtain any other remedies, including attendance at legal proceedings.
- Arrange for insurance in amounts as directed by the board of directors and supervise any claims against the Co-operative.
- Ensure preparation of all accounts properly incurred by or on behalf of the Co-operative.
- Ensure monthly financial reports are prepared featuring reporting of budget, revenue and expenditures on a monthly, year-to-date and full year basis.
- Assist the Board of Directors in ensuring production of the annual audited statement.
- Act as a resource to the finance committee in preparation of the annual budget.
- Ensure Verification of income and calculation of housing charges for all RGI members making adjustments as required and ensuring members are notified of housing charge increases.
- Ensure appropriate administration of petty cash.
- Attend meetings of the Finance Committee, as required.

## **Property Maintenance**

- Responsibility for ensuring repair and maintenance of all aspects of the buildings and grounds in accordance with the approved budgets and spending policy.
- Use due diligence to ensure that contracts and/or agreements between the Co-operative and any supplier or service contractor are performed in accordance with the stated agreements.
- Develop tender packages and receive tenders, as required for snow removal, landscaping, maintenance of mechanical and electrical systems, fire and life safety systems and any other services that are required to meet appropriate industry standards for corrective and preventative maintenance systems subject to the approval of the Board of Directors.
- Prepare an annual schedule of landscaping and grounds care for approval of the board of directors, if required.
- Inspect the site on a regular basis to ensure effective maintenance systems and mitigate potential management risks.
- Prepare scopes of work tender packages, cost estimates, contractor supervision, and project closeout procedures for remedial and/or reserve fund capital projects not assigned by the board of directors to a technical consultant.

- Monitor and ensure appropriate records of maintenance are kept in a form acceptable to the Board of Directors and to meet code requirements.
- Prepare day-to-day schedules for maintenance and cleaning personnel or services and monitor compliance as required.
- Ensure that an inventory of maintenance equipment is kept.
- Ensure that units are prepared in a timely manner during changes-in-occupancy.
- Ensure summer and winterization procedures are performed.

### **Risk Management**

- Ensure that all appropriate logs and records are kept including Fire Safety Logs, Material Safety Data Sheets, snow/deicing log, valve tags, service records, roof anchor inspection results/drawings and any other records required by legislation.
- Ensure all employees and contractors work in a safe manner without contravening the Health and Safety Act.
- Assist the Board of Director in ensuring appropriate health and safety training for all employees and that all services and/or contractors provide proof of WSIB compliance.
- On behalf of the Board of Directors ensure staff fill out an occurrence report after every accident or damage to employees, residents, visitors and submit a copy to the Board of Directors.
- Ensure compliance with all codes, by-laws and legislation such as the Ontario Building Code, Fire Prevention Act, Elevating Devices Act and any other legislation currently required or that may be required in the future.

**Salary range is based on experience, based on the range listed in the Collective Agreement. 6-month probationary period. Benefits package included after probation.**

**Job posting end date: Friday February 28<sup>th</sup> 2025**