



THE REGIONAL MUNICIPALITY OF DURHAM

Social Services Department

Assistant Property Manager **(Regular Full-Time)**

Job ID: 24055
Job Number: 582

Open: Jul 15, 2026 Close: Jul 21, 2026

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to advancing equity, diversity and inclusion within our organization and the communities we serve. We welcome and encourage applications from people who are Indigenous, racialized persons, women, persons with disabilities, members of LGBTQ2S+ communities, and others who may contribute to the further diversification of our workforce, including those who experience systemic barriers.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, accommodation will be provided throughout the recruitment process upon request, based on any Code-protected ground.

Assistant Property Manager - Housing Services

Reporting to the Property Manager, this position is responsible for assisting the property management functions of the Division and administration of the rent geared-to-income program.

The incumbent will:

- Assist Property Manager(s) with rental arrears collections, Landlord and Tenant Board applications and hearings for a portion of the Housing Durham units
- Provide guidance and ensure tenants understand the requirements of rent geared-to-income eligibility
- Review and approve rent geared-to-income calculations and eligibility determination and investigate misrepresentation of income to ensure accurate rental rates and adherence to all applicable policies and legislation
- Resolve tenant complaints, mediate disputes between tenants, and liaise with appropriate support agencies and law enforcement authorities under the guidance of the Property Manager
- Assist the Property Manager in ensuring the expeditious turnaround of vacant units for occupancy; annual fire drills; building inspections; monitored preventative maintenance program activities
- Conduct unit inspections and all follow-up activities including yard inspections, move-ins and move-outs, etc.
- Assist with community development initiatives and provide support to tenant associations and groups
- Facilitate and support tenant transfers and relocations due to capital repair or redevelopment activity; facilitate the move-in procedure for new tenants
- Initiate and follow-up on work orders and monitor contractor's work
- Oversee pest control processes including receiving and tracking of complaints, treatments, active infestations and any other related activity across the portfolio Receive and respond to tenant and neighbourhood complaints
- Supervise On-Site janitors; develop training plans and work schedules; monitor quality of work and ensure work is undertaken in accordance with Occupational Health & Safety Legislation

The successful applicant will possess:

- Post secondary education in property management, social services, business administration, or a related field, or an [equivalent combination of education and experience](#)
- Property Management Designation would be an asset
- Knowledge of and experience with property management; preventative building maintenance; general construction techniques; building components and systems; Fire Code; Building Code; Health & Safety Legislation including WHMIS
- Working knowledge of the Housing Services Act, the Residential Tenancies Act, Housing Services Directives
- Knowledge of support agencies and community development strategies and experience working with a client group with diverse / special needs



- Supervisory experience utilizing knowledge of human resource management techniques to motivate staff, monitor performance and take corrective action as required
- A transparent, accountable, and respectful leadership approach that fosters trust and open dialogue.
- Excellent verbal and written communication skills, coupled with tact and diplomacy
- Demonstrated conflict resolution, negotiation, and problem-solving skills
- Computer proficiency / literacy in a Windows environment including MS Word & Excel
- Knowledge of Yardi software suite
- Ability to travel to various sites on a regular daily basis

Management & Exempt Salary Grade 4

- Salary: \$90,818 to \$113,523 per annum

Conditions of Employment

All applicants are expected to comply with the Region of Durham's Code of Ethics and Code of Conduct Policies throughout the recruitment process. Prior to the start date, the successful candidate will be required to provide a satisfactory Police Vulnerable Sector Check dated within two (2) months from date of hire. Proof of education, qualifications and any other job bona fide requirements will also be collected.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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The Region of Durham may utilize artificial intelligence to assist in the preliminary assessment of applicant qualifications and submitted materials. These tools are used for the purpose of supporting and enhancing an evaluation by a human decision-maker and any information provided by AI to a human decision-maker is not determinative. Final decisions are made solely by authorized human decision-makers.