

Manager, Capital Repairs

Salary Band: \$75,000 - \$90,000*

At Rooted, we do more than develop housing, we build communities.

As a non-profit developer, owner, and operator of mixed-income affordable housing across Nova Scotia, we're on a mission to add thousands of non-market housing units. Since 1982, our success has been driven by a team that thrives on collaboration, purpose, and shared growth. We believe in empowering our people to take on meaningful challenges, whether leading the design of innovative, energy-efficient buildings or shaping policies that redefine housing affordability. At Rooted, you'll be part of a team that values innovation, respect, and impact, where your work directly contributes to creating sustainable, affordable housing for those who need it most.



Job Description

The *Director of Capital Repairs (DCR)* leads the planning and delivery of major capital repair and infrastructure renewal projects across Rooted's real estate portfolio. Reporting to the CEO and working closely with the Director of Operations and Programs and the Director of Real Estate Development, the DCR ensures capital work aligns with broader facilities management strategies and long-term asset stewardship.

Duties and Responsibilities

Pre-Construction & Project Planning

- Support development of and adherence to Rooted's procurement policy, including soliciting quotes, proposals, and tenders, as well as evaluating bids.
- Determine materials, workforce, and equipment needed for each project.
- Coordinate the timely acquisition of permits, materials, and equipment to prevent delays.
- Assess building systems and infrastructure needs through life-cycle analysis.
- Create and manage asset management plans, in collaboration with the Director of Operations & Programming and Facilities Manager.
- Determine project charters by engaging various teams, including the Property team for tenant relations.

Project Execution & Oversight

- Lead all Rooted's major capital repair construction projects, including deep energy retrofits and large-scale unit turnover.
- Establish and maintain the scope, schedule, and cost of the project from construction phase to closeout.
- Plan and allocate resource, including time, labor, and equipment, across all project phases to ensure efficiency and minimize delays.
- Serve as owner's representative for contractor engagement, including site visits, RFIs, change orders, inspections, and payables.
- Recommend construction methods and value engineering options to improve project effectiveness and constructability.
- Oversee adherence to project safety, quality, and health standards; conduct regular site walkthroughs and provide technical direction.
- Evaluate construction progress and preparing detailed reports for Rooted.

Supervision & Team Leadership

- Supervise and support the Capital Repairs team, including one or more Project Coordinators.
- Provide coaching, mentoring, and skill development to support cross-organizational growth.
- Work with Rooted's leadership on staffing and performance management, including hiring and termination decisions.

Organizational Guidance & Change Management

- Support refinement of internal systems and tools related to capital projects.
- Continually develop, refine, and build organizational infrastructure, including standard operating procedures (SOPs), particularly as it relates to project management.

Relationship & Stakeholder Management

- Maintain strong working relationships with contractors, consultants, suppliers, and regulators.
- Collaborate with architects, engineers, and all consultants to review and confirm project specifications.
- Proactively address conflicts or complex challenges that arise throughout the construction process.

Financial & Contract Management

- Prepare and manage capital project budgets, with consideration of long-term operational cost impacts.
- Review and recommend approval of payment applications using Yardi and other systems.
- Work with the Finance team to ensure compliance with funding requirements and reporting obligations.
- Negotiate contracts with vendors and suppliers to ensure value and alignment with project goals.

Safety & Risk Management

- Monitor all projects to ensure compliance with OH&S regulations and Rooted's internal safety protocols.
- Identify and mitigate risks related to budget, timelines, quality, and scope changes.
- Ensure capital projects integrate seamlessly with ongoing facilities operations and maintenance.
- Monitor resource usage and time management to proactively address bottlenecks or scheduling risks.

Qualifications

- Minimum 5 years of experience in construction or renovation project management.
- Post-secondary education in construction or a related discipline preferred.
- Strong understanding of building systems, infrastructure, and facility operations.
- Knowledge of project delivery methods and ability to assess construction approaches.
- Demonstrated leadership and supervisory skills in a construction setting.
- Excellent organizational, communication, and problem-solving skills.
- Ability to work independently and under pressure in a fast-paced environment.
- Familiarity with project management software (e.g., MS Project, Procore) is an asset.
- Valid driver's license, WHMIS, safety certifications, and criminal record required.
- Availability to participate in the Facilities team's rotating after-hours schedule, as needed. Compensation is provided for being on-call and additionally if called to site.

Why work for the Rooted Team?

COMPETITIVE SALARY

GROUP RRSP MATCHING: Rooted will match up to 6% of your salary in retirement investment.

EXTENDED HEALTH BENEFITS: Dental, vision, prescription coverage.

VACATION: Starting at 3 weeks of vacation with additional week added each 5-years of service (up to 5 weeks for 10+ years).

WELLNESS DAYS: 6 guilt-free days off annually for mental health and self-care.

PROFESSIONAL DEVELOPMENT: Opportunity to grow within the organization and develop new skills through dedicated annual PD budgets for each employee.

GROWTH POTENTIAL: Mission driven and rapidly expanding

*The successful candidate's position within this pay band is determined through a skills, performance, and experience scoring matrix and will be part of discussion through the hiring process.

Hours of Work & Location

The DCR is an **in-person, permanent, and full-time (37.5 hours per week) position**, working primarily on weekdays (9:00am - 4:30pm) with periodic participation at evening meetings such as monthly Board meetings and community events. Our offices are located in the historic Thomas Boggs-Lawrence Hartshorne House in Downtown Dartmouth (53 Ochterloney St, Dartmouth, NS B2Y 1C3).

Equity, Diversity, and Inclusion

We aim to foster a diverse and inclusive workplace by bringing together qualified individuals who share our commitment to equity and belonging and who will enrich our team with varied ideas, perspectives, and lived experience. Our employment opportunities are open to people of all backgrounds, including all races, ethnicities, national origin, religion, sexes, abilities, sexual orientations, and gender identities. We hire and promote individuals



based on their qualifications, performance, and alignment with our organizational values, ensuring equitable opportunity at every stage of employment.

Organizational Mission, Vision, Values

MISSION: Transforming lives through safe and affordable homes.

VISION: To be the preferred partner in addressing Nova Scotia’s community housing needs by strategically expanding our portfolio.

VALUES:

Integrity & Honesty

Community & Relationships

Sustainability / ESG

Compassion & Empathy

Inclusivity

