



Position: Building Asset Manager - Permanent

Competition #: 07-2023
Classification: Non-Union
Rate of Pay: \$65,337.57 - \$90,747.17
Hours of Work: Full-time - 35 hours per week
Start Date: To be negotiated with successful candidate
Location: Peterborough, with area travel
Posting Date: March 8, 2023

This is a permanent, full-time position within the Building Services Department of the Operations Division of Peterborough Housing Corporation. The position will report to the Director of Operations.

Position Summary

Within a housing corporation of over 1,200 units, the Building Asset Manager leads the planning, development, implementation, and evaluation of all building capital projects, and lead position for life safety systems, and security & access control systems. This role is responsible for the provision of efficient and cost-effective control, the management of capital and/or special projects of PHC's real property assets, writing technical specifications, leading the tendering and procurement processes for construction, equipment purchases, and other portfolio projects.

Responsibilities

- Manage the planning, development, and implementation of capital projects and procurement processes for the overall portfolio of properties for PHC.
- Research and recommend short- and long-term capital and safety priorities, best industry practices, energy savings programs and legislative compliance issues for the organization from a Building Services perspective
- Assist with the effective ongoing management and control of Departmental financial process, practices, and activities
- Identifying major capital projects to be undertaken within the housing corporation's portfolio
- Developing, scheduling, forecasting and control of the Capital Works budget
- Managing the Operations Division tendering and procurement processes
- Play a lead role in working with staff in new construction, capital renewal and renovation projects
- Provides support as required to the Building Services Manager with operational maintenance projects
- Act as the designated Health and Safety Coordinator for the Corporation
- Responsible for leading the Corporations life safety systems
- Responsible for leading the Corporations security and access control systems
- Providing after-hours on call backup on rotation system to respond to maintenance problems and emergencies

Qualifications

- Preferred candidate will have a 2 – 3 year post secondary diploma or equivalent in Project Management, Facilities Management or Building Technology/Trades
- Experience writing technical specifications and managing tendering and procurement processes
- Thorough knowledge of residential building construction requirements, building codes, municipal by-laws, and contract administration
- Proven management skills normally acquired through several years of supervisory experience



- Practical technical experience and analytical skill to read and understand plans, drawing, specifications
- Experience interpreting, managing, and forecasting budgets
- Intermediate-level proficiency in word processing, spreadsheet, and database software applications
- Excellent organizational skills and ability to work independently under pressure with speed and accuracy, to meet deadlines and manage multiple tasks simultaneously and accurately
- Excellent communication and interpersonal skills and the ability to relate effectively to staff and clients from a broad range of socioeconomic backgrounds
- Valid driver's license and be insurable
- Police check required
- Proof of COVID-19 Vaccination required

Only those applicants selected for an interview will be contacted. Applicants will be required to complete testing as part of the interview process.

Complete Job Description available upon request

Deadline for Application Submission is 4:00 on Thursday March 23, 2023
Only applications received by the deadline will be considered

Please direct your application to the Director of Corporate Services

“CONFIDENTIAL – Building Asset Manager 07-2023”

Peterborough Housing Corporation, 526 McDonnel Street, Peterborough, ON, K9H 0A6
Fax (705) 742-1404 phc_hr@ptbohousingcorp.ca

Peterborough Housing Corporation is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.

