



Capital and Special Projects Manager

Organizational Overview

Peterborough Housing Corporation (PHC) is the largest single provider of community housing in the City and County of Peterborough. We provide rent-geared-to-income and affordable housing for seniors, single adults, and families, providing homes to over 4000 residents in our community. Our portfolio is a mix of high-rise apartments, townhomes, walk-up apartments, semi-detached homes, and quad-plexes. PHC employs approximately 42 committed and compassionate employees who provide support to the tenants.

Position Summary

Reporting to the Director of Operations, the Capital & Special Projects Manager is responsible for the development, implementation, and management of PHC's long-term capital investment strategy. This includes identifying and prioritizing infrastructure needs, coordinating project planning and execution, and managing associated budgets. This role ensures consistent communication and collaboration with internal stakeholders and external partners to effectively deliver capital projects on time, within budget, and to specification. Additionally, the Capital and Special Projects Manager is responsible for the implementation of PHC's procurement program ensuring transparent and fair processes and managing vendor communications. The Capital & Special Projects Manager leads projects outside the scope of routine maintenance, including significant renovations, facility upgrades, or specialized infrastructure initiatives.

(Refer to Job Description for complete position summary)

Main Responsibilities

Capital Plan: Develops a comprehensive multi-year capital plan utilizing various data sources such as maintenance requests, property inspections, unit inspections, and asset lifecycle indicators including preparing and managing detailed capital budget to support the multi-year capital plan.

Capital Plan Priorities: Using best practices, industry trends and available data, the Capital and Special Projects Manager establishes short and long term priorities for the department ensuring legislative and regulatory compliance.

Asset Life Cycle Management: Develops and documents PHC's comprehensive building standards of owned and managed properties, ensuring standards encompass current accessibility guidelines, sustainability practices, and regulatory compliance, by

implementing and monitoring quality assurance protocols to verify that routine and preventative maintenance activities adhere to established building standards, promptly identifying deficiencies.

Procurement Management: Establishes PHC's procurement framework to comply with provincial and municipal requirements, embedding best practices and applying consistent rigor and due diligence to all procurement processes.

Vendor Management Program: Responsible for establishing PHC's vendor management program, including developing and maintaining the Master vendor list, conducting regular vendor performance reviews to systematically assess the effectiveness in meeting contract specifications, quality standards, timelines and budgetary expectations; addressing any non-compliance matters.

Special Projects: Leads special projects from initiation through completion, managing project teams, coordinating resources, resolving issues proactively, and ensuring projects are delivered on time and within budget.

Leadership and Supervision of Department Staff: Provides a supportive and positive work environment for staff by effectively communicating clearly defined performance expectations, providing regular coaching, feedback and development opportunities and ensures adherence to PHC policies, directives and workplace practices.

Other:

- Due to the nature of this position, the Capital and Special Projects Manager will be required to work in the field 60% of time and in office 40%. Due to the nature of the position, the Capital and Special Projects Manager is not eligible for remote work agreements.
- Participates in the after-hours on-call program.

Required Qualifications

1. 3-year post-secondary Diploma of equivalent in project management, facilities management or building technology / trades.
 2. Advanced knowledge of project management.
 3. Demonstrated experience writing technical specifications.
 4. Demonstrated knowledge managing complex tendering and procurement process, preferably construction related.
 5. Demonstrated knowledge of residential building requirements, including building codes, fire code, municipal by-laws and the ability to read blueprint and technical specifications.
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6. Proficiency in word processing, spreadsheet and database software applications.
7. Previous working experience in a skill trades environment.
8. Knowledge of the Occupational Health and Safety Act.
9. 3 years' experience in managing / supervising staff in an unionized.
10. Demonstrated ability to develop and implement programs, that include setting deliverables, performance objectives, monitoring and reporting.
11. Exceptional communication and interpersonal skills, with the ability to build relationships and effectively engage with staff at all levels.
12. Demonstrated ability to handle competing priorities and meet established deadlines.
13. Demonstrated commitment to providing exception customer service, holding self and others to the highest standard to deliver quality service.
14. Respectful of others' diversity of opinions and perspectives.
15. A self-starter who consistently displays a positive, is confident, and approachable; and who readily shares and solicits information and input.
16. Demonstrated ability to appropriate assess risk to property, self, others and PHC and implement mitigation strategies within the parameters of the position.
17. Valid driver's license, insurance, and access to a reliable vehicle, with the ability to travel as needed.
18. Acceptable Police and Vulnerable Sector check.

Application Information

Classification:	Non-Union Exempt	Competition Number:	07-2025
Salary Range:	\$67,977.21 – 94,413.36 (2025 rates), salary will undergo review in 2025		
Employment Status:	Permanent, Full-time - 35 hours per week		
Location:	PHC Administration Office, 526 McDonnell Street, Peterborough		

In addition to a competitive salary PHC offers a comprehensive total rewards package designed to support employee health, well-being, and work-life balance, including:

- Three (3) weeks of paid annual vacation, increasing with years of service;
- Five (5) paid lieu days annually;
- Participation in the OMERS defined benefit pension plan, ensuring financial security for your future;
- Extended health and dental coverage, life insurance, and both short-term and long-

term disability benefits. Additionally, PHC provides a Health Care Spending Account to help cover eligible health-related expenses;

- Employee Assistance Program (EAP) to support your mental and emotional well-being;
- Maternity leave top up program (93% of base salary); and
- Ongoing personal and professional development opportunities for our staff through training programs and wellness initiatives.

Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **07-2025** on the file as well as in the subject line, no later than **4:00 p.m.** on **Thursday, April 24, 2025**, to [Human Resources](#).

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Peterborough Housing Corporation will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. If you require accommodation at any stage of the hiring process, please advise Human Resources.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.