

Supervisor of Facility Capital Projects & Asset Management:

Reporting to the Manager of Building Maintenance, the Capital Project & Asset Management Supervisor - Facilities is required to lead a project team and deliver a diverse capital project portfolio relating to facilities infrastructure. Some of the responsibilities include the preparation and review of contract documents; terms of reference and requests for proposals, design reviews, tender preparation, public consultation, periodic site inspections and contract administration. Regarding Asset Management, this position takes a lead role in the development, coordination, implementation and administration of Asset Management planning for facilities; manage and update database for all corporate facility infrastructure assets. Develops asset maintenance and replacement plans; develops policies, procedures and best practices.

Job Duties Include:

- Understands, and oversees the design and construction of capital projects in accordance with the Occupational Health and Safety Act
- Works collaboratively with other Sections in the Organization to effectively ensure that capital projects reflect the stakeholder requirements
- Establishes and recommends policies, procedures, processes and schedules for updating, maintaining and the management of the asset management program. This includes financial reporting related to the asset management program to meet corporate and legislative requirements
- Maintains conditional assessments of all facility related components (HVAC, electrical, plumbing, structural etc.), scheduling life cycle replacements, as required
- Prepares reports and makes formal presentations to Committees, Council and the public on assigned capital projects
- Directs contractors on a wide range of projects ranging in complexity, provides exceptional customer feedback during the design and construction phases
- Addresses inquiries and complaints from residents, staff and Council related to capital projects
- Prepares costs estimates for projects
- Tracks project spending, managing change orders to ensure completion on schedule and within the approved budget allocation
- Oversees in-house designs, and technical specifications on assigned capital projects
- Proven organization skills to be able to work on many projects or issues simultaneously
- Other duties and accountabilities as may be assigned from time to time

Qualifications/Skills:

- University degree in Building or Architectural Sciences/three year College Diploma, such as Architectural Technologist
- A minimum 3 years supervisory experience or a combination of training, education and experience deemed equivalent
- Project Management Professional – PMP designation is considered an asset
- Minimum 5 years progressively responsible experience in project management, contract administration, architectural design and review of municipal building infrastructure
- AutoCAD training and/or certificate
- Experience in the broader public sector, in a unionized environment, is considered an asset
- Excellent ability to manage and collaboratively work with consultants, contractors, developers, residents, other departments, external agencies with competing interests
- Excellent ability to prioritize and determine critical path schedules for capital projects to manage projects effectively and meet firm deadlines
- Proven ability to problem solve, seeking information from diverse sources and recommend innovative solutions
- Proven ability to research for complex technical problems to resolve issues with design and construction
- Excellent working knowledge of Occupational Health and Safety Act, and Employment Standards Act
- Exceptional customer service skills
- Excellent communication skills both written and verbal
- Strong skills in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Valid Ontario Class 'G' driver's license

This is a non-union position that works 35 hours per week. The Town offers a comprehensive benefit package with paid sick and vacation leave; plus an OMERS pension.

Rate of pay:

\$90,037 - \$100,041 per year

This is a non-union position that works a 35 hour work week.

Deadline to apply:

Applications are accepted at www.ajax.ca/careers until **11:59 p.m. on July 30, 2021.**

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.