



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Manager, Capital & Technical Services

Posting Number: 004561

Department: Safety and Facilities Services Department

Branch: Facilities Management Services

Location: City Hall

Posting Start Date: 2023/11/29

Posting End Date: 2023/12/15 by 4:30pm

Employment Group: Exempt

Salary Grade: S-\$129,434 - \$152,275 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

The Manager, Capital & Technical Services position is responsible for overseeing the City's facilities capital construction program, including preparing and formulating the City's capital budget as it relates to facilities and parks development; construction project delivery from concept to completion, making appropriate recommendations for desired outcomes and ensuring the City's requirements are met and managed through the appropriate budget streams; providing technical oversight and support to the City's operations teams; implementing sound lifecycle asset management strategies with

consideration of life cycle costs, sustainability and public safety. This role is also required to work collaboratively with other leaders within the Corporation to review and support implementation of strategic organizational projects and programs.

Responsibilities:

- Responsible for overseeing the Facilities and Parks Condition Audit Program
- Capital Planning - Translate the results of the Condition Audit Program into annual capital plans. Ensure adequate resource planning for the Branch to support the annual budget submission for planned project delivery
- Prioritizing annual capital requests from within the organization by implementing sound asset management decisions; lifecycle analysis, and utilizing industry's best practices
- Engaging appropriate stakeholders within the organization to solicit input and ancillary data to support the capital needs of the City
- Attend Committee/Council meetings, acting on behalf of, or supporting the Director as required
- Planning, coordinating detailed design and project management functions for all construction
- Responsible for overseeing the design, construction and handover to client branch, ensuring all necessary approvals are obtained to facilitate the work
- Oversee the development of terms of reference and preparation of various procurement documents (RFP, RFT, RFQ) for engagement of consulting engineers and or professional services assignments, including undertaking evaluations of proposals/tenders. Negotiate contractual terms with consultants/contractors, authorize additional scope
- Support, educate, supervise, monitor, discipline and evaluate staff to ensure they are utilizing their full potential, remain accountable and adhere to departmental processes and procedures
- Review and assign resource allocations for staff, discuss priority changes, impacts to project and provide direction, and minimize any conflicts that may arise
- Responsible for ensuring compliance with the Occupational Health and Safety Act and Regulations and the Corporate Occupational Health and Safety Policy and other related procedures, policies and practices

Requirements:

- Four (4) year University Degree in Engineering or Architecture from a recognized University
- Minimum eight (8) years progressive and demonstrated experience in project, construction and contract management in all aspects of design and construction with a private and/or municipal environment, leading large projects/teams, with a minimum of five (5) years in a leadership capacity
- A registered Professional in the area of Engineering or Architecture is required. A minimum of Certified Engineering Technologist (C.E.T.), with Ontario Association

of Certified Engineering Technicians and Technologists (O.A.C.E.T.T), with Preference given to candidates who are licensed as a Professional Engineer (P.Eng) by Professional Engineers Ontario (PEO) or Professional Architect (OAA/RAIC) by Ontario Association of Architects

- Project Management Professional (PMP) designation with Project Management Institute (PMI)
- Thorough working knowledge of engineering principles, building science standards and best practices, materials and methods of construction with considerable knowledge of the other related branches including project management practices and asset management principles
- Comprehensive knowledge of the Municipal Act, Construction Lien Act, Occupational Health and Safety Act and Ontario Building Code, in addition, other relevant and applicable engineering, contract, safety legislations/regulations/codes and standards
- Highly developed interpersonal skills and communication skills, both oral and in writing, with the ability to effectively communicate at all levels of the organization; including highly effective negotiation, facilitation and conflict resolution
- Interpersonal skills are critical for maintaining collaborative working relationships and effective communication with staff, contractors, consultants, other government agencies and external interactions with the public. Excellent communication skills are essential to enhance and promote continuous improvement and a collaborative environment while dealing tactfully and respectfully with such a broad range of individuals

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply online at: <https://oshawa.jobs.net/jobs?>

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.