



Job Title: Regular Full-Time Facilities Capital Planner

Posting Number: 004697

Department: Safety and Facilities Services Department

Branch: Facilities Management Services

Location: City Hall

Posting Start Date: 2024/02/23

Posting End Date: 2024/03/17 by 4:30pm

Employment Group: CUPE 251

Salary Grade: 11, \$41.98 - \$49.35

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Capital & Technical Services, be responsible for coordinating the project management function for Facilities Management Services, providing project management services for minor projects, and capital budget forecasting and planning for all City buildings.

Responsibilities

- Coordinating and managing the project management function as it relates to the Facility Lifecycle Management system and processes;
- Providing policy and strategic advice to management for City buildings capital budget reserve fund;
- Managing, prioritizing, planning and rationalizing capital funding requirements for City facilities;

- Managing the Facility Condition Audit process, including Lifecycle Asset Management software application for the creation and ongoing management of capital reinvestment programs;
- Updating the information in the VFA system to reflect projects completed and next order of priorities to be included in the financial planning; provide justification for changes to the financial plan;
- Managing minor facility construction projects;
- Preparing analysis and reports recommending increases or adjustments to the reserve fund, providing rationalization, and impact for Council consideration; and
- Managing and coordinating staff as assigned to support Facility Condition Audit cycle.
- Uphold the City of Oshawa core values of Authenticity, Courage, and Trust (ACT).

Requirements:

- Demonstrated knowledge and skill of generally accepted practices and procedures normally associated with the completion of the College Diploma (3 years) from a recognized Community College in Technical/Engineering, Architectural, Estimating, Quantity Surveying or related field, plus five (5) years of relevant experience in a Municipal environment, or have an equivalent combination of education and relevant experience. Project Management Professional (PMP) Designation would be considered an asset.
- Established skills in Microsoft Office and related software applications (Facility/Financial Capital Planning e.g. VFA, BM Tririga or Primavera)
- Experience in preparation of financial and technical reports.
- Demonstrated technical knowledge of various trades involved with environmental systems/services (HVAC and Refrigeration, mechanical, electrical, life safety systems), building technologies and building infrastructure.
- Good customer service experience and ability to communicate effectively, both orally and in writing, with staff, elected officials, external agencies and the general public;
- Good interpersonal skills with the ability to develop and maintain effective working relationships.
- Demonstrated ability to work under pressure, on own initiative in order to meet rigid deadlines.
- Possession and maintenance of a valid unrestricted Ontario Driver's Licence, minimum Class "G".

Apply online at: <https://oshawa.jobs.net/en-CA/search>

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.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

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.