



*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 cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Quality Assurance Coordinator

Posting Number: 005077

Department: Safety & Facilities Services

Branch: Facilities Management Services

Location: City Hall

Posting Start Date: 2024/11/21

Posting End Date: 2024/12/06 by 4:30p.m.

Employment Group: CUPE 251

Salary Grade: 10, \$41.96 - \$46.61

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Quality Assurance Manager, this position is required to provide quality assurance coordination in the functional areas of Facilities and Parks construction services, asset management processes, and leased facilities oversight.

Responsibilities:

- Develop and communicate the Facilities Management Services Quality Assurance Plan and associated process and procedures in compliance with regulations and best practices governing construction and maintenance in Ontario.
- Develop and conduct audits associated with construction processes and report findings to the Quality Assurance Manager and other stakeholders. Conduct GAP analysis and propose improvements to processes.

- Maintain process templates and other relevant records on the shared network drives and in other location and communicate with stakeholders when updates are made.
- Attend City of Oshawa facilities, parks and construction sites to understand the processes and procures that are in place at each location. Collect information pertaining to quality assurance and communicate with stakeholders.
- Communicate and coordinate with other City of Oshawa departments to develop standardized plans and procedures.

Requirements:

- Knowledge and skills normally associated with the completion of a College Diploma (3 years) in a Technical/Engineering, Architectural, Construction or related field experience with emphasis on Construction Quality Assurance and/or ISO 9001 training and a minimum five (5) years of experience working in a municipal environment.
- Established skills and experience using personal computers and related software applications including Microsoft Word, Excel, Access
- Demonstrated knowledge of construction practices and processes, building maintenance processes including environmental systems/services (HVAC and Refrigeration, mechanical, electrical, life safety systems, building envelope, roof management).
- Ability to effectively communicate, both orally and in writing, with staff, elected officials, external agencies and members of the public.
- Good interpersonal skills with the ability to establish and maintain good working relationships in a team environment.
- Ability to provide own transportation for travel between work locations as required

This position is eligible for hybrid work.

Apply online: <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.

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.

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.