



Housing Development Coordinator - Job ID #2582

Job Title	Housing Development Coordinator	Status / Job Type	Permanent Full Time
Commission	Comm Serv & Social Development	Department	Housing & Homelessness Serv.
Union Affiliation	APAE/EXEMPT	Number of Openings	1
Rate of Pay	\$40.44 to \$50.55	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Mar 6, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Mar 20, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Housing Initiatives, Residential Assets and Business Supports, the Housing Development Coordinator is responsible for the planning, coordination, and delivery of housing development, capital repair, and renovation initiatives within the City's housing portfolio and the non-profit and cooperative housing sectors. The role provides technical expertise, project management, and program administration to ensure that new development, capital work, and renovation projects meet municipal, provincial, and federal requirements. The Housing Development Coordinator leads design, tendering, and contract administration activities; provides technical support to initiatives such as the Ontario Renovates Program and the Rent Supplement program; supports affordable housing development programs; and provides capital planning, building condition assessments, maintenance, and asset management guidance to housing providers. The position promotes collaboration with internal departments, housing providers, community organizations, developers, and other partners to advance the City's housing and homelessness objectives.

Duties will include:

- Manage capital repair, renovation, and new development projects from concept design through final completion.
- Prepare and review tender documents, Requests for Proposals, business plans, and Council reports.
- Oversee work performed by architects, project managers, consultants, and contractors to ensure compliance with required standards, timelines, and budgets.

- Support delivery of municipal, provincial, and federal housing programs (e.g., COCHI, OPHI, MMAH/CMHC initiatives).
- Lead or support the development, evaluation, and selection of proponents in accordance with procurement policies.
- Participate in feasibility assessments, site reviews, and due diligence for proposed projects.
- Administer the Ontario Renovates Program in accordance with provincial guidelines.
- Conduct inspections to determine eligibility, prepare inspection reports, and approve quotes for repairs.
- Monitor progress, resolve issues between contractors and homeowners, and approve contractors invoices.
- Conduct final inspections and sign off on completed work.
- Participate in operational reviews of housing providers related to capital assets, maintenance practices, fire and life safety, and compliance with Building Condition Assessments.
- Review preventive maintenance policies, capital plans, and reserve fund studies for accuracy and adequacy.
- Provide technical guidance on asset management, maintenance issues, and capital repair planning.
- Administer existing and new capital grant funding programs for housing providers, including inspections, eligibility review, quote evaluation, and project sign off.
- Inspect new Rent Supplement units for habitability, compliance with by laws, fire codes, and program standards.
- Conduct periodic inspections of existing Rent Supplement units and support resolution of deficiencies.
- Recommend removal of units from the program where minimum standards cannot be met.
- Participate on interdepartmental teams to develop policies, procedures, and strategic initiatives related to housing development and asset management.
- Investigate and propose strategies to increase the supply of affordable housing, benchmarking against best practices in other jurisdictions.
- Build and maintain partnerships with community organizations, developers, businesses, and upper levels of government.
- Assist with land or easement acquisitions and coordinate utility related work during project design stages.
- Maintain accurate digital archives of design drawings, contracts, tender documents, and project records.
- Perform other related duties as assigned.

Qualifications

- Completion of a minimum three year accredited program in Architectural Technology, Building Construction Technology, Applied Technology, Construction Management, Architectural Planning, Business Administration, Public Administration, or an equivalent field.
- Three to five years of progressive project management experience in the fields of construction, residential housing development, or building technology.
- Experience working with architects, builders, lawyers, funders, consultants, and project proponents.
- Experience preparing and monitoring construction budgets.
- Experience conducting inspections related to construction, repairs, and habitability.
- Experience leading or supporting procurement processes (RFPs, tenders).
- Experience supporting or administering grant funded or provincially funded housing programs is an asset.
- Knowledge of construction methods, building sciences, building systems, and energy efficiency (e.g., HVAC, lighting, building envelope, sustainable design).
- Proficiency in AutoCAD, Revit, Microsoft Office, and project management software.
- Understanding of financial processes related to construction budgeting and cost monitoring.

- Knowledge of relevant legislation and codes, including: Housing Services Act, 2011, Ontario Building Code, Ontario Fire Code, Occupational Health & Safety Act, Residential Tenancies Act (asset, Investment in Affordable Housing / OPHI guidelines).
- Excellent interpersonal, written, and verbal communication skills.
- Strong organizational and time management abilities; able to manage multiple concurrent projects.
- Ability to interpret legislation, guidelines, plans, and technical documents.
- Valid Ontario Class G driver's licence and access to a personal vehicle.
- Ability to work overtime as required.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.