



## JOB DESCRIPTION

<b>JOB TITLE</b>	Capital Works Officer
<b>DEPARTMENT / PROGRAM AREA</b>	Housing Operations (NDHC)
<b>REPORTING TO</b>	Supervisor, Corporate Assets
<b>EFFECTIVE DATE</b>	October 2021
<b>SALARY</b>	Band 14

### JOB SUMMARY

Under the direct supervision of the Corporate Assets Supervisor, with indirect supervision for purchasing activities under the Contract and Purchasing Specialist, the position will effectively manage and coordinate the capital asset management system of a housing portfolio, of at least 831 residential units as well as six commercial units.

This includes; the development and delivery of a capital management plan to ensure the preservation of the housing portfolio, and responsible for identifying and assessing risk management strategies to protect our assets in accordance with established standards, policies and procedures in keeping with Building Code, Fire Code, and Occupational Health & Safety Act. The Capital Works Officer is designated as the Asbestos Coordinator.

### JOB DUTIES AND RESPONSIBILITIES

#### Capital Assets

- Ensures the preservation of housing assets by maintaining a continual assessment of buildings and properties utilizing a 20 year capital planning tool through an asset managing program ( Asset Planner) or Building Condition Assessment's (BCA's) and monitoring expenditures to approved budgets.
- Assists the Corporate Assets Supervisor in preparing annual capital works program and the associated budget by selecting projects identified in the five (5) year capital works plan.
- Identifies the required capital projects based on life-cycle analysis, annual site inspections, input from staff and consultant reports when they are required.
- Establishes capital works priorities based on safety, legislative requirements, tenant needs, aesthetics, and budget constraints.
- Conducts ongoing reviews of capital work programs to identify any plan modifications that may be required as a result of the development of new projects and any changes in priority for projects already identified.

- Ensures all work is done in accordance with contract and policy, all laws and codes. Check billing for accuracy, recommends payment.
- Schedules, administers and monitors the progress of projects/contracts by conducting site inspections, ensuring quality control, and effective performance.
- Conducts final inspection of projects to identify any deficiencies and follows-up on any corrective action that may be required.
- Monitor the capital expenditures on an ongoing basis to ensure that projects are complete within the approved budget.
- Oversees the annual building/unit inspection process. In conjunction with the Maintenance Officer, Tenant Retention Officer or Maintenance Lead Hand, performs inspections.
- Co-ordinates the Asbestos Management Plan. ensuring compliance with the Occupational Health & Safety Act, regulation respecting asbestos on construction projects and in buildings and repair operations.
- Reviews any correspondence or documentation concerning any future amended regulations or procedures concerning asbestos and distributes such information.
- Notifies tenants/building occupants and health and safety committee members/representatives of ongoing asbestos projects
- Ensures the Asbestos Management Plan is reviewed on an annual basis and maintains documentation in keeping with the asbestos management control program.
- Consults with the Maintenance Officer in relation to maintenance issues and helping them determine and implement appropriate courses of action to resolve maintenance problems of a complex nature.
- Provides basic coverage when the Maintenance Officer is absent.
- Works with and directs Maintenance Clerks from time-to-time on issues relating to capital works and tender preparation and administration.

#### **NDHC Procurement Related Activities**

- Consult with the Contract and Purchasing Specialist for capital works and recurring preventive maintenance work purchasing activities including preparing solicitation documents (tenders, quotes, and proposals) and advertisements.
- Attends pre-bid meetings, receives, and coordinates the evaluations of tenders, quotes and proposals (Evaluation Committee), and prepares a recommendation report for the Contract and Purchasing Specialist.
- Co-ordinates the retention of consultants when required by issuing requests for proposals, evaluation of the proposals, awarding the contract and by monitoring the work of the consultants throughout the project.
- Maintains Inventory Control System.
- Ensures that Capital Works documentation and files are maintained.
- **As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

## **QUALIFICATIONS**

- Three year post-secondary diploma in Engineering Technology (Civil, Building Sciences, and Architectural) or an acceptable combination of education and experience
- Four years' experience working in property management.
- Working knowledge of building construction as well as knowledge of technical aspects such as plumbing, heating, ventilation, electrical systems, roofing, painting and landscaping.
- Sound knowledge of preventative and planned maintenance techniques.
- Sound knowledge of procurement and tendering processes.
- Knowledge of work safety administration including the Occupational Health and Safety Act and WHMIS.
- Thorough knowledge of all related Laws and Acts specifically the Building Code, Fire Code and municipal by-laws.
- General knowledge of the Freedom of Information and Protection of Privacy Act, the Residential Tenancies Act and the Housing Services Act.
- Working knowledge of budgeting processes and techniques.
- Excellent communication skills; discuss observations and make recommendations to the Housing Asset Supervisor.
- Time management, organizational and problem solving skills in order to prioritize work activities.
- Proficient in the use of personal computers and knowledge of word processing, spreadsheet and property management software products including CAD.
- Ability to deal with contractors and work with diverse clients with tact and diplomacy.
- Strong ability to work as a team member in a highly interactive environment.
- Ability to communicate effectively both orally and in writing
- Valid Ontario driver's license and reliable vehicle.