



**TECHNICAL SERVICES OFFICER**  
CORPORATE SERVICES

**ONE (1) PERMANENT FULL-TIME POSITION**

POSTING NUMBER:	55-2024	STATUS:	EXTERNAL
POSTING DATE:	JULY 19, 2024	CLOSING DATE:	AUGUST 2, 2024
AFFILIATION:	NON-UNION	HOURS PER WEEK:	35
SALARY GROUP:	8	ANNUAL SALARY:	\$69,152.74 - \$81,356.16

**POSITION SUMMARY:**

Under the direction of the Manager, Infrastructure and Asset Management, the Technical Services Officer assists with the capital projects within the framework of Social Housing initiatives.

**MAJOR RESPONSIBILITIES:**

1. Provides technical advice and support with capital planning and the delivery of capital projects.
2. Maintains knowledge of energy management measures current with industry developments and standards and provides related technical advice and support to management.
3. Assists with retaining consultants to undertake building condition audits, energy condition audits, project design, call for bids, retaining contractors, and contract administration of capital projects.
4. Assists with interpreting audit results, prioritizing capital repairs and establishing short range and long-range capital plans.
5. Uses electronic database, project management tools and tracking templates to implement, monitor, and report on project milestones and project costs.
6. Conducts regular site visits to monitor project development and ensure key milestones are met for release of progress payments along with the determination of substantial performance, and the release of holdback funds.
7. Undertakes housing provider operational reviews/inspections, writes reports, and discusses results with housing providers.
8. Assists in the development and application of the tools, templates, and guidelines necessary to coordinate efforts of the housing sector regarding developing and implementing standardizing capital planning and capital spending approaches.
9. Performs other duties as may be assigned.

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## **QUALIFICATIONS:**

### **Education/Experience**

- Degree or Diploma in architectural or engineering technology or facilities management.
- Minimum 2 years' experience in the Architectural or Engineering field or similar experience.
- Accreditation in a recognized provincial architectural or engineering association will be considered an asset.
- Minimum three years' experience in project and construction management.
- Experience in energy management, including energy audits, current technologies, and energy efficiency programs.
- Must be at an intermediate skill level with AutoCAD, Adobe and spreadsheet software.
- Must be at a basic level in word processing.

### **Skills/Abilities**

- Sound knowledge of related legislation including the Ontario Building Code, Ontario Fire Code, (ASHRAE) The American Society of Heating, Refrigerating and Air-Conditioning Engineers), (NFPA) The National Fire Protection Association NFPA, and other applicable codes including the Occupational Health and Safety Act, Accessibility for Ontarians Disability Act, municipal bylaws, and planning standards.
- Experience working with consultants, project design, procurement processes and contract administration.
- Demonstrated understanding of construction/engineering theories and principals.
- Experience with multiple phases of projects including preliminary and detailed design, tendering, construction supervision and commissioning is considered an asset.
- Excellent communication skills both oral and written with experience writing technical proposals.
- Excellent interpersonal skills with the ability to interact with a range of personalities to establish effective working relationships with the required stakeholders.
- Ability to prioritize tasks to meet deadline and deliverable dates while working on several ongoing projects.
- OACETT, C.E.T., *C.Tech.* designations and BCIN Certifications are considered an asset.
- Proven project management skills in single detached, mid-rise building and multi-residential environments.
- Strong evaluative skills to review and verify information/documentation to ensure program compliance.
- Ability to work independently.

## **CONDITIONS OF EMPLOYMENT:**

- Must undergo a successful police records check, Type 2.
- Must maintain a valid Ontario driver's license.
- The use of a vehicle is required.
- Travel is required.
- May be required to work irregular hours.
- Must maintain confidentiality.

## HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources  
The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, ON P7E 1B5  
Email: [careers@tbdssab.ca](mailto:careers@tbdssab.ca) | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](https://www.tbdssab.ca/about/careers/):  
<https://www.tbdssab.ca/about/careers/>

## ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan  
Ishkwaandemonan**  
Opening Doors for You