



**Job Title: Project Manager, Technical Services**  
**Full-time, Permanent**  
**Toronto, ON**

The Housing Services Corporation (HSC) is on a mission to build a strong, financially sustainable, affordable social housing sector. Created by the Province of Ontario in 2002, HSC works directly with municipalities and housing providers to deliver business services that help them achieve their goals. Self-funded, entrepreneurial and ambitious, this organization has been successful in attracting dynamic and bright individuals who are passionate about making a social impact.

This role is responsible for implementing capital projects by providing project management services, capital planning and building condition updates for clients who operate social and affordable housing across Ontario. This role assists in the identification, procurement and implementation of capital upgrades, provides technical consulting advice, ensures compliance with legislation and acts as the key liaison between stakeholders to ensure that all aspects of these projects are performed effectively.

**Major Responsibilities:**

- Executes full-cycle project management acting as owner's agent, manages procurement process, implements and oversees execution of construction and project close-out, controls and evaluates outcomes
- Provides technical expertise and ensures compliance with appropriate legislation, policies, approved plans, specifications and drawings
- Ensures delivery of capital repair projects, retrofit projects, capital plans, building inspections and procurement initiatives on time and on budget
- Conducts site inspections and collects data to prepare field condition reports and long-term capital repair forecasts
- Analyzes and interprets complex data from multiple resources (e.g. maintenance records, Building Condition Assessments (BCA), energy audit reports, historical data) to create an accurate picture of the building and/or portfolio capital needs
- Working with our Business Solutions team, analyzes and provides recommendations on trends, risks and opportunities to assist in the prioritization of capital projects based on available funds
- Leads project teams and maintains positive relationships with all stakeholders, including external clients, contractors and consultants while acting as the building owner's advocate
- Guides clients in capital planning, procurement of resources, and construction contract management.



## Qualifications

- Post-Secondary Education in Engineering, Building Science, Facilities or related area
- Minimum 8-10 years of experience in capital asset management
- Expert knowledge of Architectural, Structural, Mechanical and Electrical Systems and building envelope (their interaction, life cycle and performance indicators)
- Knowledge of property management, residential maintenance practices and processes. Experience and knowledge about the social housing sector is an asset
- Knowledge of the relevant legislation including the Construction Lien Act, Ontario Building Code, National and Ontario Electrical Code, Ministry of Labour regulations, Fire Code, Ontario Fire Marshals Act, CSA Standards, Residential Tenancies Act (related to maintenance/renovation, buildings systems and capital planning) and the industry standard for steel, concrete, masonry, timber, electrical and mechanical work
- Experience with public procurement of goods and services
- Excellent communication skills, both oral and written
- Working knowledge of project management methodologies. Project Management Professional (PMP) designation is an asset
- Proven ability to problem solve and resolve conflict
- Sound judgement and critical thinking is required

Located in downtown Toronto, the office is friendly, young, informal and trendy. HSC is able to offer lifestyle friendly hours and a compensation package which includes a generous benefits package and a defined benefit OMERS pension plan.

### To Apply:

Please send your cover letter and resume to [humanresources@hscorp.ca](mailto:humanresources@hscorp.ca).

Check out [www.hscorp.ca](http://www.hscorp.ca) for more information on HSC.

If you are a candidate with a disability and require documents in an alternative format or accommodation during the hiring process, please contact [humanresources@hscorp.ca](mailto:humanresources@hscorp.ca).

HSC thanks all those who apply. However, only candidates selected for an interview will be contacted.