

CITY OF HAMILTON

CITYHOUSING HAMILTON

(ASSET RENEWAL DIVISION - LOCATION – 55 HESS ST. S., 23rd FLOOR)

MANAGER, ASSET RENEWAL

SUMMARY OF DUTIES

Reporting to the CEO, CityHousing Hamilton (CHH), the Manager Asset Renewal will manage CHH's capital replacement programs and asset renewal projects. The Manager of Asset Renewal is responsible for Preventive Maintenance Programs and overseeing contract compliance. This position is also responsible for the Energy Management Program at CHH.

GENERAL DUTIES

Leads the development and implementation of strategies that will manage CHH's housing developments in relation to asset renewal and preventative maintenance.

Establishes performance indicators and best practices for the management and maintenance of housing and monitors the effectiveness of program delivery.

Develops Capital Replacement Programs and any relative programs as it pertains to building operations.

Recommends and implements new procedures and strategies for conducting business which improve efficiency, cost effectiveness and environment (i.e. benchmarking, energy management program, environmental initiatives, policy development).

Leads an effective program team to optimize performance and deliver quality services in a timely and cost effective manner.

Provides support and advice in business and strategic planning.

Ensures compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies. Reviews and interprets reports, policy documents, and municipal, provincial and federal legislation on housing.

Ensures that the approach to the development, delivery, evaluation and accountability of services reflects sound business practices.

Researches and prepares work procedures incorporating technological change to improve operational and building performance.

Prepares reports, briefing notes, background materials, speaking materials and presentations for the CEO and participates in a variety of meetings as a housing resource person, assists in mediation, and monitors emerging or contentious issues and provides advice to the CEO.

Develops study designs, researches methodologies and terms of reference for housing related issues and programs and develops framework to evaluate and analyze housing information, policies and plans. Undertakes cost benefit analysis, program evaluation, performance measurement, and multi-year scenario analysis on housing programs and issues.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. University Degree or college diploma in a related field plus extensive progressively responsible relevant experience related to asset renewal.
2. Knowledge of relevant portions of the National Building Code, the Provincial Building Code, Municipal Building Code and practices, the Ontario Fire Marshall's Regulations, the Insurance Advisory Council Regulations, CSA Standards, Forms of Agreement, and The Canadian Standard Form of Construction Document.
3. Knowledge of:
 - Occupational Health and Safety Act and regulations including WHMIS Legislation
 - Asbestos Regulation
 - Operating Engineers Act
 - Barrier Free Access
 - Fire Safety Regulations
 - Elevator Regulations
 - Energy Sector Initiatives
4. Strong project management skills, organizational abilities, time management skills and the ability to work in a fast paced multi project environment
5. Demonstrated supervisory skills, strong communication, presentation, consulting, interpersonal, conceptual, and analytical and problem solving skills.
6. Demonstrated ability to prepare comprehensive reports, develop creative solutions to complex problems and present recommendations
7. Demonstrated ability to work independently to tight deadlines and exercise tact and good judgement.
8. Demonstrated ability to provide effective leadership to the workforce supported by a thorough understanding of best management practices and issues affecting staff in program delivery.
9. Computer proficiency in Word, Excel, Internet, and database applications.
10. Must possess a valid Class "G" Drivers Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF ID REQUIRED AFTER HIRE

NOTE:

This position currently requires the incumbent(s) to use their personal vehicle(s) 3 or more times per week for City business. In accordance with the City policy, parking is provided at this time. Should this job requirement change, parking will only be provided in accordance with the City policy in force at that time.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
