

CITY OF HAMILTON

CITYHOUSING HAMILTON (ASSET RENEWAL SECTION – LOCATION – 181 MAIN ST. W.)

MANAGER, HOUSING TECHNICAL SERVICES

SUMMARY OF DUTIES

Reporting to the CEO, City Housing Hamilton, provide leadership to technical staff in the delivery of housing services to the City, its Housing Corporations and Social Housing residents. Provide strategic and operational plans for the creation and preservation of social housing stock within budget and make recommendations for improvements where appropriate. Manage the design and construction requirements for the housing portfolio owned by the City of Hamilton and non-profit corporations, ensuring housing architectural and engineering design and construction activities are delivered.

In partnership with divisional staff, local developers, community groups and senior levels of government, develop new housing projects from conception to completion.

GENERAL DUTIES

Assume responsibility for capital planning, retrofits and major maintenance of the housing stock owned by the City of Hamilton and non-profit corporations.

Prepare and report on the section's annual capital expenditure/management services to ensure benchmarks, goals and objectives have been maintained.

Ensure construction and maintenance of projects are in accordance with City and Provincial standards.

Develop and negotiate allocation of capital funding to maintain the social housing asset portfolio in good repair.

Initiate, foster and manage effective relationships and partnerships with general contractors, trades, architects, engineers and suppliers to promote proactive client and stakeholder consultation.

Manage and direct development/maintenance of housing assets by recommending revisions to service agreements, construction contract management and customer service outreach.

Review, prioritize and recommend annual capital spending budgets submitted by housing providers to ensure that proposals, plans, specifications and construction contracts comply with City of Hamilton, Provincial and Federal objectives, standards and guidelines, as well as, the Ontario Building Code requirements.

Approve preparation of architectural and engineering designs and specifications for major remedial and modernization work to existing public housing by own staff or professional consultants.

Provide ongoing input on technical matters to the Housing Corporations/Board and housing providers with respect to building related issues, including tender evaluation and awarding of contracts.

Evaluate performance of external professional consultants and contractors in accordance with pre-established system.

Ensure City's risk management obligations are met in conformance with legislation such as Occupational Health and Safety, Ontario Building Code, Environmental Protection Act, WHIMS, Elevating Devices Act, Fire Code Act and Planning Act.

Manage the activities of technical staff including hiring, performance evaluation and responding to grievances and discipline issues.

QUALIFICATIONS

1. Must be able to demonstrate level of expertise related to the duties described, gained through a University Degree in Architecture and/or a combination of education and work-related experience, preferably in a social housing setting.
2. Extensive knowledge of architectural design, building standards and systems, mechanical systems and asset management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
3. Possess a demonstrated record of strong leadership and guidance, technical competence, client service focus, team advocacy and the ability to effectively manage a multi-disciplinary workforce in a results oriented unionized environment.
4. Thorough knowledge and understanding of statutes, regulations, codes and by-laws affecting the housing/building/construction sector.
5. Working knowledge of computer software and Computer Aided Design applications.