

## **CITY OF HAMILTON**

### **HEALTHY & SAFE COMMUNITIES DEPARTMENT** **(HOUSING SERVICES DIVISION – SOCIAL HOUSING – LOCATION – 350 KING ST. E., SUITE 110)**

#### **PROJECT MANAGER, COMMUNITY HOUSING ASSET MANAGEMENT**

##### **SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Social Housing Capital Incentives, supports strategic directions through project management of specific community housing priority projects related to capital funding and asset management. The Project Manager, Community Housing Asset Management is responsible to support the overall project management responsibilities associated with the community housing capital funding and asset management programs in the Housing Services Division.

The role will be responsible for assisting in the preparation of detailed analyses related to community housing asset management activities, such as level of service, funding allocations, risk management and lifecycle management.

The incumbent will have a demonstrated record of strong collaboration, project management, team building, self-motivation, and learning.

A high level of personal integrity and motivation, and excellent written and verbal communication skills are required.

Demonstrated record of customer focus, innovation/creativity, team advocacy, and commitment to excellence.

##### **GENERAL DUTIES**

Provides project management, collaboration and facilitation skills to support the Social Housing Administration team, community housing providers and stakeholders to successfully develop and implement capital funding programs and community housing asset management programs.

Working in a variety of staff resource configurations, or working as a sole contributor, manages specific projects and assignments such as asset management project planning, community housing capital fund planning and execution.

Develops, supports, and coordinates community housing capital funding and asset management projects. Leads cross-functional corporate work teams.

Assists the Senior Project Manager, Social Housing Capital Incentives with strategic and long-term planning activities based on research/analysis of City of Hamilton initiatives, community housing needs, Provincial initiatives and legislative requirements.

Supports the gathering and analysis of information from internal and external agencies and identifies best practices to support the community housing capital funding and asset management programs.

Anticipates, identifies and manages emerging issues and challenges; identifies trends and provides support to the Senior Project Manager as required.

Co-ordinates, develops, administers, maintains, and manages Community Housing capital asset management software systems.

Maintains and administers software user access levels internally and externally to preserve data integrity and information.

Liaises with social housing providers, software vendors, stakeholders, and other City Departments regarding procurement and asset management functions.

Liaises with external agencies such as Ministry of Municipal Affairs and Housing, Housing Services Corporation, Ontario Non-Profit Housing Association, neighbouring municipalities, Conservation Authorities, and stakeholder groups.

Provides research, analysis and prepares reports and proposals as required.

Provides support for community engagement initiatives.

Establishes effective working relationships internal and external to the organization.

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. Proven knowledge of practices, theories, and trends of architectural and/or civil engineering normally acquired by obtaining a degree or diploma in Architectural or Civil Engineering or a relevant discipline or a combination of equivalent education and relevant work experience.
2. Extensive knowledge of engineering and capital asset management theories, practices, and trends to assist in the implementation of capital asset management analyses and interventions.
3. Knowledge of residential construction and building systems (structure, building envelope, HVAC, electrical, plumbing), engineering and asset management theories, practices, and trends. Knowledge and/or experience related to Building Condition Audits and Reserve Fund Studies, along with financial budget development and life cycle analysis would be an asset.
4. Proven knowledge of project management principles, practices and theories in the direct delivery of strategic projects or service programs.
5. Well-developed project management skills including highly effective organizational skills.
6. Strong collaboration skills with the ability to engage multi-disciplinary teams and actively listen to ensure project objectives are met.
7. Knowledge of Quality and Asset Management principles would be an asset.
8. Knowledge and understanding of statutes, regulations and by-laws affecting the Department / Section such as the Housing Services Act, Residential Tenancies Act.
9. Excellent verbal and written communication skills. Ability to write, develop, deliver reports and presentations.
10. Strong interpersonal skills. Demonstrated ability to deal effectively with elected officials, government departments, all levels of management, staff and the general public.
11. Working knowledge of computer software applications including Microsoft Office (Word, Excel, PowerPoint).

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

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