

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

Coordinator, Facilities Capital Assets

The incumbent is responsible for maintaining the Facilities Asset Management Database, supporting development and implementation of the Asset Management Plan (AMP) and assisting with Tangible Capital Asset (TCA) reporting requirements. The incumbent also provides support to the Manager by coordinating project management functions and construction administration documents pertaining to Facilities-based construction and repair projects, from budget planning through construction and final hand-off to operations staff. Additional responsibilities include conducting inspections and preparing reports on construction activities in the field, working with contractors and consultants retained by the City for the preparation and execution of capital projects and related strategic planning.

Successful applicants will possess the following:

- Successful completion of a Certificate in a Technical/Engineering, Architectural, Estimating, Quantity Surveying area of study or a related field, or an acceptable combination of education, training and work experience.
- Must have three years of combined, recent and relevant experience in the fields of general construction and/or facility management, preferably in a Municipal Environment.
- Proven competence and technical knowledge of various trades and systems involved with construction (architectural, structural, civil, mechanical and electrical), building technologies and building infrastructure. Awareness of sustainable practices and technologies is an asset.
- Must have prior training and proficiency using Accruent's VFA Facilities software, or acceptable equivalent, within the last five years.
- Established skills and experience using PC equipment and related software applications (MS Office Suite, MS Project, AutoCAD). Familiarity with graphic editing software (Adobe Photoshop, etc.) is an asset.
- Existing knowledge of industry standard means, methods, materials and equipment employed in construction.
- Demonstrable ability to read and understand technical drawings, specification and shop drawings.
- Able to analyze construction budgets and estimates.
- Practical knowledge of the Ontario Building Code, standard CCDC construction documents and construction contract administration.
- Past project management experience is an asset.
- Proven ability to work independently and reliably on assigned duties in a multi task work environment.
- Proven ability to prioritize activities and manage time independently.
- Must be medically and physically fit to perform the duties of the position.
- Proficiency in the use of personal computers and Windows based computer applications.
- Must be able to read, understand and clearly communicate written and oral instructions in English.
- Must be willing and able to work irregular hours, on weekends and on holidays as required and respond to after work emergencies.

- Ability to deal professionally and courteously with the public and others involved in City business.
- Good interpersonal, leadership, decision making, organizational, communication (written and oral in English) and customer service skills.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must hold, or acquire within six months, a current Standard First Aid (within two years of certification) and Basic Rescuer CPR-C (within one year of certification) certificates.
- Must possess a valid Class "G" Ontario Driver's Licence and provide consent to conduct ongoing Driver's Abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation includes a comprehensive benefits package, pension plan and a salary ranging from \$30.29/hr. to \$33.65/hr. (based on a 35 hour work week).

Qualified candidates may submit a detailed resume or online application form by **Friday, June 30, 2017** to:

Recruitment Specialist
Human Resources Division
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

An Equal Opportunity Employer