



Position: Technical Services Administrator **Closing:** Posting will remain open until position is filled
Term: Secondment or Contract position (up to 1- year)

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 75 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Main Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at www.OntarioAboriginalHousing.ca

We are seeking a “**Technical Services Administrator**” can be based out of the following OAHS locations: Hamilton/London area.

Under the direction of the Technical Services Manager, the successful applicant will be an integral part of the Operations team, providing advisory and technical consultative services to the Program and Property Managers.

Duties and responsibilities will include, but not limited to, the following:

- Support OAHS’s mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Reviews and examines building plans, drawing and specifications of remedial construction proposals and structural modifications for conformity to related legislation, statutes, i.e., Ontario Building Code and Safety Standards and Procedures;
- Co-ordinates and monitors a Province wide long-term Capital improvement and preventative maintenance program, and related operations for the full range of structural and mechanical elements in units in the RNH program;
- Provides access to expert advice, to consulting engineers, maintenance personnel, architect’s, building contractors, building supplier, regarding equipment and supplies required for structural modifications;
- Ensures appropriate application and interpretation of provincial building codes and maintain established safety standards for residential units;

- Assesses, manages and co-ordinates the resolution process for complex structural engineering problems and implement remedial and upgrading programs and processes, by providing direction and advice to technical consultants and building contractors;
- Develops and implements a portfolio condition audit in conjunction with the property managers to determine capital and maintenance requirements over the next multiple years;
- Provide access to specialized technologies/training to the property managers to ensure the long-term viability of the portfolio;
- Works collaboratively with the program/property managers to review and evaluate public tenders, prepare terms of reference, conducts cost/benefits analysis, and prepares selection and performance management criteria;
- Assists program/property manager in providing direction and advice to consultants;
- Monitors/evaluates training seminars for property managers on maintenance policies and procedures for maintenance managers and supervisors;
- Other duties as assigned.

The successful candidate will have the following qualifications and skills:

- Appreciation for Indigenous culture and a values system that believes in assisting people;
- Post-secondary certificate, diploma or degree in one or more of the following Architectural Technician, Certified building code official, Building Construction Technician or Building Construction Technologist;
- Sound knowledge of the building industry as it related to design, construction and maintenance of building structural systems;
- Practical knowledge of an experience in long term capital and maintenance programming;
- Good knowledge of vendor management policies and procedures;
- Through knowledge of RNH programs, policies, property management agreement's and procedures and legislation. (e.g. Tenant protection Act, Property Management agreements, procedure's and legislation.);
- Demonstrated ability to work independently and within a highly motivated professional and results-oriented team;
- A combination of education and experience will be considered;
- Ability to work independently and within a team environment, with a focus on quality and accuracy;
- Excellent problem-solving skills and the ability to use sound judgment;
- Demonstrated ability to communicate both written and orally using multiple channels with a variety of stakeholders both internal and external to the organization;
- Strong interpersonal, organizational and analytical skills;
- Proficiency with MS Word, Outlook, and Excel;

Conditions of Employment:

- Ability to travel throughout the province as required;
- Ability to work varying hours/days.
- Valid CPIC Clearance (Criminal Records check)
- References
- Current, valid Ontario Driver's Licence and safe driving record

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
 - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal Day, Remembrance Day, and Family Day;
 - Opportunity for cultural, educational and other approved leaves;

- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity;
- Eligibility to enrol in the Company's benefit plan for life, accident, dental and health insurance benefits after a successful six (6) months of continuous employment; and
- A competitive salary in pay band B4 with a range of \$39,000.00 to \$62,400.00.

Working Conditions and Physical Capabilities:

- Ability to sit at a desk for extended periods of time during the work day;
- Ability to communicate verbally, in person and by telephone with colleagues and clients in a positive, constructive and respectful manner;
- Ability to use office equipment and computer software programs;
- Ability to lift up to 20lbs.

Your application letter and current resume must be received at:

- Email to HRHAM@oahssc.ca or

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.