



**NON-UNION**

**Job Posting: #13-26**

**Job Title:** Manager, Infrastructure and Capital Development

**Division:** Infrastructure and Capital Development

The District of Sault Ste. Marie Social Services Administration Board is seeking a Manager, Infrastructure & Capital Development to join the Infrastructure & Capital Development division. The Manager, Infrastructure & Capital Development, is responsible for leading and coordinating asset management activities and capital infrastructure planning, land development projects, design, procurement, and delivery across the Sault Ste. Marie Housing Corporation portfolio.

Reporting to the Director, Infrastructure & Capital Development, the Manager provides leadership and oversight to ensure that capital projects and asset renewal initiatives are delivered safely, on schedule, within budget, and in accordance with asset management priorities, funding requirements, and applicable codes and legislation.

In a small-team environment, this role combines oversight, coordination, and hands-on involvement to support effective delivery.

**Key duties and responsibilities include:**

**End-to-End Capital Project Planning & Delivery**

- Oversee preparation of project scopes, budgets, schedules, and procurement documents.
- Manage feasibility studies, technical assessments, and consultant-led design development for capital, redevelopment, and land development initiatives.
- Ensure projects adhere to approved asset management priorities, capital plans, and funding requirements.
- Participate in oversight of construction, commissioning, and project close-out activities, as required.

**Technical Expertise & Compliance**

- Apply building science and technical knowledge to review building condition reports, technical drawings, and engineering studies.
- Ensure compliance with applicable codes, standards, and legislation, including the Building Code, Fire Code, Construction Act, Occupational Health and Safety Act, and funding program requirements.
- Manage capital projects with oversight of thirdparty consultants, coordinating scope, schedule, cost, and technical inputs.
- Provide leadership for the implementation and ongoing use of the organization's asset management system, including establishing governance, data standards, and processes

**Procurement & Contract Administration**

- Lead procurement processes for Infrastructure & Capital Development, including consultants and contractors, in accordance with organizational policies and publicsector best practices.
- Administer contracts, review change orders, monitor expenditures, and ensure accurate project documentation.
- Maintain effective working relationships with consultants, contractors, municipal officials, and regulatory bodies.

**Budgeting & Financial Oversight**

- Develop and monitor project budgets, forecasts, and cash flows.
- Ensure cost effective delivery and value for money outcomes.
- Contribute to multiyear capital budget planning, funding applications/administration and allocations.
- Support preparation of materials for presentation and/or recommendation to the CEO and Board of Directors.

## Leadership & Collaboration

- Provide leadership, guidance, oversight and performance management to the team, and external vendors as applicable.
- Collaborate with Operations, Housing Services, and Finance to ensure alignment between asset management, capital delivery, and operational needs.
- Ensure adherence to organizational policies, procedures, and applicable professional, provincial, and federal requirements.
- Promote compliance with occupational health and safety legislation and practices that support a healthy workplace.

The successful candidate will demonstrate a strong understanding of asset management and capital renewal planning, with the ability to interpret technical drawings, specifications, and consultant reports. They will bring solid knowledge of building systems and applicable legislation, along with strong project management, budgeting, and contract administration skills. Experience managing multiple projects concurrently from planning through close-out is essential. The role requires excellent analytical, organizational, and problem-solving abilities, as well as effective communication skills. The ability to work both independently and collaboratively in a fast-paced environment is critical, and experience within social housing, non-profit, municipal, or broader public-sector settings—including familiarity with housing-related funding programs and approval processes—is considered an asset.

### **Additional qualifications for this position include:**

- Postsecondary diploma in Civil Engineering Technology (three year advanced diploma) or Construction Engineering Technology
- Bachelor's degree in Civil Engineering or a related discipline is a strong asset.
- Professional designation as a Professional Engineer (P.Eng.) licensed in Ontario or Certified Engineering Technologist (CET) is considered an asset.
- Minimum **four (4) years** of progressively responsible experience in asset management, capital project delivery, construction management, or building rehabilitation.
- Project management certification (e.g., PMP) is an asset.
- Valid Ontario Driver's License.
- Bilingualism (English/French) considered an asset.

Should you be interested in applying for this exciting career opportunity, please forward your cover letter and resume as one PDF document to [recruitment@socialservices-ssmd.ca](mailto:recruitment@socialservices-ssmd.ca) with the subject line referencing **Job Posting #13-26 Manager, Infrastructure and Capital Development**. We thank all applicants for their interest, however only candidates selected for an interview will be contacted.

<b>Salary Range:</b>	\$99, 952 – 108, 628
<b>Job Class:</b>	Non-Union JC 5
<b>Job Type:</b>	Full-Time
<b>Work Hours:</b>	35 hour work-week, 8:30am -4:30pm
<b>Closing Date:</b>	April 8, 2026 at 1600 hours

The District of Sault Ste. Marie Social Services Administration Board is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005. Individuals requiring accommodation during the application and/or the interview process should contact Human Resources as soon as possible to make appropriate arrangement.



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