



NON-UNION

Job Posting: #14-26

Job Title: Infrastructure & Asset Manager

Division: Infrastructure and Capital Development

The District of Sault Ste. Marie Social Services Administration Board is seeking an Infrastructure & Asset Manager to join the Infrastructure & Capital Development division. The Infrastructure & Asset Manager is a key member of the team responsible for asset management and the planning, coordination, and delivery of capital infrastructure renewal and development projects across the Sault Ste. Marie Housing Corporation portfolio.

This role leads day-to-day execution of assigned capital projects, coordinating with internal and external stakeholders to ensure projects are delivered safely, on schedule, within budget, and in accordance with asset management strategies, funding requirements, and applicable codes and legislation.

Key duties and responsibilities include:

End-to-End Capital Project Planning & Delivery

- Develop project scopes, budgets, schedules, and procurement documentation in collaboration with management and internal partners.
- Coordinate feasibility studies, technical assessments, and consultant led design development.
- Lead day to day delivery of assigned capital projects from planning through commissioning and closeout.
- Ensure projects align with approved asset priorities, capital plans, and funding requirements.

Technical Expertise & Compliance

- 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.
- Lead assigned capital projects with oversight of third party consultants, coordinating scope, schedule, cost, and technical inputs.
- Maintain the asset management program for the Housing Corporation by integrating building condition assessments and service provider asset information for capital planning purposes.

Procurement & Contract Administration

- Participate in public sector procurement processes for consultants and contractors in accordance with organizational policies and best practices.
- Administer consultant and construction contracts, including review of change orders, progress claims, and project documentation.
- Maintain effective working relationships with consultants, contractors, regulators, and municipal stakeholders.

Budgeting & Financial Oversight

- Develop and monitor project budgets, forecasts, and cash flows for assigned capital work.
- Support multi year capital planning and funding applications.
- Contribute technical and financial information to materials prepared for senior leadership and Board consideration.
- Coordinate capital funding inputs and reporting requirements for programs support the use of other capital funding programs

General Accountabilities

- Work collaboratively with Housing Operations and Finance to ensure alignment between capital delivery and operational needs.
- Adhere to organizational policies, procedures, and all professional, provincial, and federal requirements.
- Participate in the stand-by/on-call Housing & Tenant Services rotation, as required.
- Promote a safe, healthy, and respectful workplace in accordance with organizational and legislative requirements.

The successful candidate will demonstrate strong technical proficiency in interpreting engineering drawings, specifications, and consultant reports, supported by solid project management, budgeting, and contract administration skills. They will have a working knowledge of asset management and capital renewal planning, along with an understanding of building systems and relevant legislation, including the Construction Act and public-sector procurement practices. The role requires strong analytical, organizational, and problem-solving abilities, effective communication skills, and the ability to manage multiple projects concurrently from planning through close-out in a fast-paced environment. Experience with AutoCAD and within social housing, non-profit, municipal, or broader public-sector settings is considered an asset.

Additional qualifications for this position include:

- Postsecondary diploma or degree in Civil Engineering Technology, Construction Engineering Technology, or a related discipline.
- Civil Engineering Technology (three year advanced diploma) program, or a Civil Engineering Technician diploma combined with demonstrated progression to technologist level responsibilities, is considered an asset.
- Minimum four (4) years of progressively responsible experience in capital project delivery, asset management, construction management, or building rehabilitation.
- Professional designation as a Certified Engineering Technologist (CET) or Professional Engineer (P.Eng.) licensed in Ontario is considered 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 with the subject line referencing **Job Posting #14-26 Infrastructure & Asset Manager, Infrastructure & Capital Development**. We thank all applicants for their interest, however only candidates selected for an interview will be contacted.

Salary Range:	\$84, 451 - \$100, 529
Job Class:	Non-Union JC 4
Job Type:	Full-Time
Work Hours:	35 hour work-week, 8:30am -4:30pm
Closing Date:	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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