



CAPITAL PROJECTS SUPERVISOR

Hastings County, located in Central Ontario, just a short drive from the world renowned Sandbanks Provincial Park, is abundant in historical and natural wonders. The rural lifestyle remains strong here, and you will find our unique artisan and antique shops make for a wonderful day of shopping and exploring our small towns, villages and hamlets. Not to be forgotten is the thriving urban centres of Belleville and Quinte West nestled along the northern shore of the Beautiful Bay of Quinte offering an enticing waterfront trail, a state of the art marina and the new Shorelines Casino. Hastings County is the ultimate combination of urban and rural living.

Hastings County is a progressive, forward thinking municipality that prides itself on exceptional programs and processes to ensure employee Health, Safety and Wellness and to enrich the professional development of our staff.

In an effort to fulfil our mandate to Support People and our Communities a Dedicated Facilities and Infrastructure Department has been created. Applications are being accepted at this time for:

POSTING NUMBER: 2018-NON-FAC-112

This is a **Full Time, Non Union** position reporting to the **Capital Projects Manager** responsible for coordination and supervision of all capital construction projects at all County Properties.

RESPONSIBILITIES:

- Provide day to day review of the progress of the work on capital projects
- Co-ordinate with contractors, architects and the County departments to identify priorities, resolve problems, and expedite progress of the work.
- Co-ordinate with external authorities, respecting compliance to by-laws and codes.
- Review problems and resolve change orders in the best interest of the Corporation.
- Maintain project reporting system, including progress to schedules, change orders records and financial reporting.
- Prepare regular reports for communication to various levels of staff, management and administrative committees.
- Assist in the preparation of capital planning, including the development of concepts, schedules and budgets.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health & Safety Act
- Role models positive attitudes and good work values, promotes and models all aspects of professionalism.
- Other duties as may be assigned from time to time

MINIMUM QUALIFICATIONS

Educational Requirements:

- Post Secondary Education in relevant area, with specific application on building electrical/mechanical systems and energy management.
- Certified Engineering Technologist preferred

Previous Related Experience Required:

- 3-5 years experience in Project Management of Capital Projects.
- Knowledge of various types of building systems including but not limited to HVAC, plumbing, power and communications.
- Familiar with reading and interpreting construction drawings and design specifications.
- Proficiency in AutoCAD
- Excellent organizational, interpersonal and communication skills; both verbal/written.
- Must possess ability to take initiative to improve work processes.
- Proven decision-making, problem solving and analytical abilities required.
- Strong organizational and leadership skills.
- Demonstrated skills in working with all levels of staff in an organization and the ability to work with external groups, agencies and/or individuals.
- Demonstrated ability to work with minimal supervision and effectively as a team member.
- Ability to deal with conflict and numerous demands in a professional and competent manner.
- Knowledge/ability to apply Microsoft Office software, CAD and Project management software.
- Valid "G" Driver's license and access to reliable transportation

Hastings County offers a competitive wage and fringe benefit package

Applications will be accepted by the undersigned until **4:00 pm on Friday, April 27, 2018**

Please reference the **Posting number** and your **name** in the subject line of your email and on all hard copy correspondence.

Attn. Yvette Fournier

County of Hastings
Human Resources Department
235 Pinnacle Street
Belleville, ON
K8N 3A9

e-mail: careers@hastingscounty.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.