

## Construction Projects Supervisor - Facility Maintenance and Development - (4263)



### Requisition Title

Construction Projects Supervisor - Facility Maintenance and Development

### Close Date

13 March 2026

### Contract Type

Permanent - Full Time

### Location

Midhurst, ON L9X 1N6 CA (Primary)

### Job Description

#### **POSITION SUMMARY**

The Construction Projects Supervisor is responsible for supervising the various feasibility designs and construction projects in the Community Housing Department and County Facilities for both the Simcoe County Housing Corporation (SCHC) as well as County-funded private builds. The Construction Projects Supervisor is responsible for liaising with the contracted construction manager and other County support department staff, as applicable during construction projects. The position is responsible to ensure projects are effectively and efficiently carried out in accordance with the policies of the County and applicable legislation and standards.

#### **DUTIES AND RESPONSIBILITIES (not listed in order of priority)**

1. Liaise with the contracted construction manager to represent the interests of the Community Housing Department and County of Simcoe.
2. Liaise and communicate with other County support department staff where applicable (eg Legal, Finance, PF&P, IT) and ensure construction project updates are regularly provided to Community Housing and Corporate Performance Departments for inclusion in reports to Senior Management and/or County Council.
3. Attend design, construction, and site meetings as the County representative to liaise and provide design and input for consultants.
4. Review building drawings, plans, and shop drawings for value added analysis.

5. Review specifications to ensure County design standards are properly incorporated, including social and affordable housing design specifications that are related to funding restrictions.
6. Assist SCHC and County Operations team with repair projects, related analysis and capital works management.
7. Review designs with focus on SCHC and County operations to ensure upon construction completion building operations and efficiencies are maximized.
8. Strategize with contracted construction managers to address challenges, and bring challenges to the attention of the Asset Management, Projects & Development Manager.
9. Develop and create reports for senior management and County Council, using reports submitted by contracted construction managers.
10. Provide construction expertise in relation to milestones for funding and government programs.
11. Assist in the preparation, implementation and monitoring of the Construction project budgets.
12. Build relationships with Not for Profit providers to provide assistance when the scope and complexity demands additional support.
13. Design, implement and coordinate daily, monthly and annual maintenance programs for new buildings and systems, working with SCHC and County maintenance staff.
14. Advise affordable housing providers on design and construction components, as required.
15. Liaise with the contracted construction manager as necessary in the preparation of tender documents, project drawings, estimates and contractor selection when required for capital works.
16. Provide support in construction deficiencies to ensure proper remediation in a timely manner.
17. Liaise with the contracted construction manager as necessary in the evaluation of building materials, methods of construction and completed work.
18. Inspect and support all maintenance concerns of superintendent staff and tenants.
19. Respond to all 24-hour emergency situations and make corrective decisions, as required.
20. Facilitate and participate in tenant meetings, maintenance inspections and other related functions as required.
21. Document incident occurrences for insurance or other liability concerns.
22. Act as designated Community Housing Department and SCHC Safety Representative when required.

23. Develop and maintain effective relationships with other departments, managers, fire departments, alarm companies, contracted construction managers, building inspectors, engineers, architects, consultants and all trades.
24. Maintain a work environment that promotes staff participation, teamwork and positive labour relations.
25. Provide support and back-up to team members.
26. Participate in committees as required.
27. Comply with provincial and County occupational health and safety legislation, regulations, policies and procedures.
28. Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
29. Perform other duties as assigned, including redeployment in emergency situations.

### **LEADERSHIP COMPETENCIES**

Has knowledge of and demonstrated ability in our leadership competencies:

- Acts with the Customer in Mind
- Makes Sound Decisions
- Ensures Accountability
- Continuously Seeks to Improve Work Processes
- Plans and Directs Work
- Collaborates
- Leads Teams
- Communicates with Impact
- Develops Self
- Is Resilient

### **EDUCATION, TECHNICAL SKILLS AND CERTIFICATION**

- Strong knowledge of all facets of building construction and maintenance obtained through the completion of a 3-year diploma or certificate in Civil Engineering Technology, Building Science or related field; and/or a professional designation with preference to those with certified trade licenses, Engineering Class or Building Operators License, Certified Construction Contract Administrator, Construction Manager. This job may be considered for educational equivalency in accordance with County Policy.
- Ability to work on multiple projects and liaise with many departments and stakeholders.
- Strong experience in managing large construction and project budgets and tools.

- Very good leadership and supervisory skills and ability to interpret/apply applicable codes and legislation.
- Strong interpersonal and communication skills.
- Strong planning and organizational skills.
- Strong time management.
- Knowledge of SAP, word-processing and spreadsheet application skills.
- Working knowledge of AutoCAD
- Valid G Class Driver's License and access to a reliable vehicle.
- Criminal reference check with vulnerable sector clearance.

### **EXPERIENCE**

- A minimum of four (4) years' experience in a progressively responsible position related to the construction of institutional/residential settings plus one (1) year in a supervisory role or similar position.

### **EFFORT**

- Visual and mental effort required when preparing reports, tenders, specs and drawings.
- Some physical effort associated with this position when climbing ladders, working at heights, fall arrest, moving equipment, getting into confined spaces, etc.

### **WORKING CONDITIONS**

- Regular office environment.
- Construction site environment.
- Construction site dirt, noise, vibration, heat in mechanical rooms.
- Travel between project sites.
- Working in small and confined spaces.
- Wearing of all required PPE for construction site and associated maintenance work.
- Ability to work remotely if required.
- Required to participate in a scheduled on call rotation.

Salary Grade

\$106,452.00 - \$129,511.00

Union

Non Union