



NON-UNION

Job Posting: #60-25

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. Reporting to the Director, Infrastructure & Capital Development, this position plays a key leadership role in asset management, planning, design, procurement, and execution of capital infrastructure projects across the Sault Ste. Marie Housing Corporation portfolio.

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 design development with third-party consultants.
- Ensure projects align with asset management strategies, long-term capital plans, and funding requirements.
- Oversee construction, commissioning, and project close-out activities.

Technical Expertise & Compliance

- Apply building science knowledge to evaluate building condition reports, drawings, and engineering studies.
- Ensure compliance with applicable codes, standards, and legislation, including the Building Code, Fire Code, and health and safety regulations.
- Manage projects with oversight of third-party consultants.
- Support and maintain asset management programs for Housing Corporation assets.

Procurement & Contract Administration

- Lead procurement processes for infrastructure and capital development projects in accordance with organizational policies and public-sector best practices.
- Administer contracts, review change orders, monitor expenditures, and ensure accurate project documentation.
- Manage relationships with vendors, engineers, architects, and municipal officials.

Budgeting & Financial Oversight

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

Leadership & Collaboration

- Provide leadership, coaching, and technical support to staff as applicable.
- Collaborate with operations, housing services, and finance teams to ensure alignment with operational needs.
- Ensure adherence to organizational policies, professional standards, and the Occupational Health and Safety Act.

The successful candidate will demonstrate a strong understanding of development and asset management, with proficiency in interpreting technical drawings, specifications, and engineering reports. They will bring excellent project management, budgeting, and contract administration skills, along with strong analytical, strategic thinking, and problem-solving abilities. The ability to work independently and collaboratively in a fast-paced, multi-project environment is essential, as is a sound knowledge of the Construction Act and related legislation.

Additional qualifications for this position include:

- Post-secondary diploma in Civil or Construction Engineering Technology.
- Bachelor's degree in Civil Engineering or related discipline considered a strong asset.


- C.E.T. designation or Professional Engineer (P. Eng.) license in Ontario.
- Minimum four (4) years of progressively responsible experience in capital project delivery or asset management.
- 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 #60-25 Manager, Infrastructure and Capital Development**. We thank all applicants for their interest, however only candidates selected for an interview will be contacted.

Salary Range:	\$102,243 - \$106,498
Job Class:	Non-Union JC 5
Job Type:	Full-Time
Work Hours:	35 hour work-week, 8:30am -4:30pm
Closing Date:	January 16, 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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