

Housing Services Inc.
35 Carl Hall Road, Unit 3
Toronto, ON M3K 2B6
TEL: 416 921.3625
FAX: 416 981.4510



EXTERNAL TEMPORARY OPPORTUNITIES

POSITION: Construction Superintendent **CLASS:** 79TK (CUPE Local 79)
SUBSIDIARY: Housing Services Inc. **SALARY:** \$31.70 – \$35.67/ hr
(35 hours/week)
UNIT: Construction, Contract Delivery **# OF POSITIONS:** 2
LOCATION: 729 Petrolia Road **FILE #:** TCHC#09HSE79

hsi solutions (Housing Services Inc.) is a major provider of construction, maintenance and contact centre solutions to property managers and owners. We bring success to our customers by embracing the values of quality customer service, “value for money”, integrity, innovation and diversity. Our employees are committed to providing cost-effective, timely and reliable services and are continuously challenged to improve our processes and standards.

hsi solutions are a subsidiary corporation of Toronto Community Housing (TCHC).

RESPONSIBILITIES

- Day to day supervision, planning and coordination of small to large scale, new and retrofit construction work with competing needs in a dynamic environment
- Negotiating, estimating, planning and coordinating retrofit and new construction for clients
- Grouping work for minor design, design-build and construction, expediting requisite approvals, assembling and validating design, vendor enquiry documents and soliciting pricing to develop quotes
- Inviting and evaluating vendor’s construction offers to ensure cost/effectiveness, budget consideration, practicability, latent problems, risk, safety consideration and at the same time ensuring requisite margins
- Developing construction plans, priorities, strategies, critical target dates, financial, material and labour resource requirements and evaluating the cost effectiveness of alternate solutions and managing multiple project priorities, in a timely fashion
- Simultaneously managing a number of ongoing construction projects, including liaising and reviewing statutory and regulatory matters with Municipalities and Public Sector Agencies as they relate to jurisdictional compliance. Scheduling and monitoring construction, expediting close-out and administering warranties
- Establish and manage working construction budgets and progress through updating project timelines, progress valuations and cash flows in the **hsi** Construction Management System
- Liaising with clients, customers and developing project definition and scope of construction work from basic data to optimize revenues from among feasible alternatives
- Introducing new products on market, methodologies and techniques in keeping abreast of technological changes; green and energy initiatives
- Providing project, contract coordination/administration functions and consultative services and expertise on construction projects

- Acting as the lead on client and customer projects to establish schedules and arrange execution through coordination and scheduling of trades persons, sub-contractors material and equipment for timely completion of construction project
- Ensuring quality standards, job scope and timelines are within contracted commitments
- Conducting inspections of the work and controlling progress through work schedules and the **hsi** CMS and by tracking and implementing corrections to schedule slippage, mitigating contract changes and progress reporting to client in ensuring good customer service
- Managing Client and Vendor meetings such as pre-project, job start-up, progress, OHSA and information meetings. Providing direction, clarification, expectations, and performance outcomes and arranging information for records and keeping Clients and Customers informed
- Holding JHSC meetings on multiple projects and establishing OHSA requirements and timelines for things such as correcting anomalies and non-compliance including vendor performance with related recommendations to Coordinator or Section Manager. Monitor site controls and OHSA to mitigate risk
- Preparing of progress and final invoicing in a timely fashion; carefully evaluating work progress and construction costs to maintain cash flow and mitigating sub-contractors changes in ensuring work is implemented within budgets to ensure margins
- Closing-out projects by arranging Certificates of Substantial/Total Performance and securing as-built documentation, construction records and compiling statistics for risk management and financial controls
- Provides duties as a resource specialist to clients and customers, vendors, jurisdictions and in-house staff by representing **hsi** and the Unit at business meetings, public, hearings, court actions, matters of arbitration and jurisdictions
- Arranging for and conducting detailed inspection for substantial performance of work under the Construction Lien Act and arranging for issuing requisite documentation
- Arranging or providing instructions and training on equipment operation, and ensuring requisite permits, guarantees, warranties, maintenance manuals and as-built drawings are obtained and disseminated in a timely manner
- Following up to flag and ensure that warranty deficiencies are corrected within an established time frame
- Managing and updating unit records and CMS including information required for staged construction and future projects

QUALIFICATIONS

- Post Secondary Education or Trades School Certification with a minimum of 5 years demonstrated experience in construction as a project lead with emphasis in the architectural, mechanical, electrical and civil engineering fields
- Experience preparing, reading and interpreting drawings, specifications and construction documents with sound knowledge of Conditions of Construction Contract
- Ability to work independently
- Ability to provide technical leadership and develop construction work from basic information
- An aggressive approach to programs and construction initiatives and proven ability to work in fast-paced and self-directed environment
- Well developed communication (oral and written), interpersonal skills including tact and judgment and the ability to communicate effectively at any level in the industry
- Experience pricing construction projects, preparing estimates and working budgets
- Experience developing construction schedules, maintaining electronic record keeping and cost control (through **hsi** CMS)
- Knowledge of relevant codes, standards, legislation and regulations e.g. Ontario Building Code, the Environmental Assessment Act, Fire Code, the OHSA and the Construction Lien and Tenant Protection Acts
- Strong negotiating skills and the ability to analyze and evaluate complex problems provide solutions and recommend alternatives

- Advanced computer skills in computer applications such use of Microsoft Word, Project and Excel
- Flexibility to attend evening meetings with Clients, and travel to different work sites

Housing Services Inc. (hsi) is committed to equity in employment. Our goal is a diverse, inclusive workforce that reflects the communities we serve. We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities and aboriginal persons.

Persons with disabilities who need accommodation in the application process, or those needing job postings in an alternative format, may e-mail a request to:
human.resources@torontohousing.ca

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.

Applications must be received by **November 18, 2009** at:

Human Resources Division
Toronto Community Housing Corporation
931 Yonge Street, 4th Floor
Toronto, Ontario M4W 2H2
Fax: (416) 981-4260
E-mail: Human.Resources@torontohousing.ca

Posting Date: October 28, 2009