



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: H2025-21

SALARY: \$36.22/hour to \$38.82/hour

POSITION: Technical Services Coordinator (TSC)

LOCATION: North Bay, ON

DURATION: Permanent Full-Time

HOURS: 8:30am – 4:30pm

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Technical Services Coordinator to add to our exceptional Nipissing District Housing Corporation (NDHC) team for our North Bay locations.

Under the direct supervision of the Manager of NDHC, with indirect supervision for purchasing activities under the Contract and Purchasing Specialist, and in collaboration with the risk management team, the position will effectively manage and coordinate the capital asset management system of a housing portfolio of at least 900 residential units, as well as commercial properties as required. This includes ensuring the development and delivery of a capital management plan to safeguard the preservation of NDHC's housing portfolio. The TSC will be responsible for identifying and assessing risk management strategies to protect our assets in accordance with established standards, policies and procedures in keeping with Building Code, Fire Code, and Occupational Health & Safety Act. The TSC is designated as the Asbestos Coordinator.

Qualifications:

- Three year post-secondary diploma in Engineering Technology (Civil, Building Sciences, and Architectural), Business Administration or an acceptable combination of education and experience.
- CAPM (Certified Associate in Project Management) required or in progress.
- PMP (Project Management certification) is considered an asset.
- Four years' experience working in property management.
- Working knowledge of building construction as well as knowledge of technical aspects such as plumbing, heating, ventilation, electrical systems, roofing, painting and landscaping.
- Sound knowledge of preventative and planned maintenance techniques.
- Sound knowledge of procurement and tendering processes.
- Knowledge of work safety administration; the Occupational Health and Safety Act and WHMIS.
- Thorough knowledge of all related Laws and Acts specifically the Building Code, Fire Code and municipal by-laws.
- General knowledge of the Freedom of Information and Protection of Privacy Act, the Residential Tenancies Act and the Housing Services Act.
- Working knowledge of budgeting processes and techniques.
- Excellent communication skills; discuss observations and make recommendations to Management.
- Time management, organizational and problem-solving skills in order to prioritize work activities.
- Proficient in the use of personal computers and knowledge of word processing, spreadsheet and property management software products including CAD.
- Ability to deal with contractors and work with diverse clients with tact and diplomacy.
- Strong ability to work as a team member in a highly interactive environment.
- Ability to communicate effectively both orally and in writing
- Ability to speak, read, and write in the French language is considered an asset
- Valid Ontario driver's license and reliable vehicle.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation Entitlement
- Paid Sick Days
- Be Part of an Inclusive Work Culture
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **4:30PM, Friday, December 5th, 2025**. Please follow this link <https://bit.ly/48foPjx> to apply now! You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.