



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.: D2025-25

SALARY: \$72,019.48 to \$81,847.68

POSITION: Housing Services Asset & Infrastructure Coordinator

LOCATION: North Bay, ON with

DURATION: Non-Union Temporary Full-Time (up until Dec 31st, 2025)

Flexibility to Work Hybrid

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 Housing Services Asset & Infrastructure Coordinator to add to our exceptional Housing Services team.

Under the supervision of the Manager of Housing Programs, the Asset & Infrastructure Coordinator will play a critical role in overseeing housing assets and infrastructure, managing capital repair and regeneration projects and sourcing necessary funding. This position ensures the long-term sustainability and safety of housing units, improving the quality of life for residents. This position is responsible for regularly inspecting the building condition of the district's community housing portfolio and ensuring compliance with the Building Code, Fire Code, municipal by-laws, etc. The coordinator will manage physical community housing assets through asset management software and will play a key role in the recommendation of repair projects when community housing repair funding is available. The coordinator will also be responsible for developing maintenance strategies that prevent future issues and for training community housing providers on proper maintenance procedures. This role requires a proactive approach to identify potential problems before they become significant issues and to create a safe and welcoming environment for all residents.

Qualifications:

- Successful completion of a three (3) year University Degree or Diploma in Civil Engineering, Architecture, Building Science with experience in technical building assessments.
- Minimum two (2) years' experience with technical building assessments and housing infrastructure.
- Experience with asset management software and community development would be considered an asset.
- Strong working knowledge of the Building Code, Fire Code, safety regulations, and preventative maintenance practices.
- Proficiency in Excel with advanced spreadsheet skills, MS Word, and PowerPoint.
- Working knowledge of Zoom, MS SharePoint, and Zoho are considered an asset.
- Excellent interpersonal, written and oral communication skills.
- Excellent presentation, organizational, time management, analytical, problem-solving, decision-making skills; and able respond to issues using sound judgment.
- Ability to work in a stressful, fast paced and constantly changing environment.
- Demonstrate a high level of attention to detail, accuracy and precision in work processes.
- Ability to be flexible to adapt to changing work requirements.
- Ability to work independently and as a team.
- Demonstrate respect for the confidentiality of privileged and sensitive information and/or data.
- Ability to travel throughout the Nipissing District and neighboring districts for work related purposes;
- A valid Ontario Driver's License and a vehicle available for use on the job.
- The ability to communicate in both official languages is an asset.

Contract Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- 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, Wednesday, April 16th, 2025. Please follow this link <https://bit.ly/4cmDM5b> 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. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.

www.dnssab.ca