



Position Title: Asset and Risk Officer (Group 7/Non-Union Salary Schedule)

Department/Division: Infrastructure and Asset Management, Corporate Services

Location: 231 May Street South, Thunder Bay, ON

Reporting To: Manager, Infrastructure and Asset Management

Key Responsibilities:

Drawing from the Position Description, focusing on the move out process as well as aligning with the ARO position's scope, the following key success factors and skills are essential for the ideal candidate to effectively fulfill the role:

- Process management
- Project management
- In-depth understanding of TBDSSAB's housing properties
- Strong organizational abilities
- Familiarity with TBDSSAB's purchasing policies, procedures, and practices
- Management of vendor relationships
- Effective oral and written communication

Education/Experience:

- Diploma in Engineering Technology, Business, or related field
- Minimum three years of experience in risk management activities
- Proficiency in related legislation, including the Occupational Health and Safety Act, Ontario Building Code, Ontario Fire Code, and Accessibility for Ontarians with Disabilities Act

Skills/Abilities:

- Proficient understanding of process and risk management concepts
- Basic proficiency in word processing software; intermediate level in spreadsheet software
- Strong organization, planning, and project management skills
- Excellent written and verbal communication skills
- Exceptional interpersonal abilities
- Analytical, investigative, and problem-solving capabilities

Conditions of Employment:

- Use of a vehicle required
- Travel necessary



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SOCIAL SERVICES ADMINISTRATION BOARD**

- May require irregular working hours
- Must uphold confidentiality standards

Selection Criteria:

Applications will be evaluated based on the qualifications and requirements for the temporary position.

Application Process:

Interested employees should submit their expression of interest by Friday, April 26, 2024. Please include a resume and any supporting documents and send them to human.resources@tbdssab.ca.

Selection Process:

Internal applications will undergo review during the week of April 29, 2024.

Confidentiality:

All submissions and associated documentation will remain confidential and will be reviewed solely by the selection committee.

Further Information:

For additional details or clarification regarding this internal assignment, please contact Shari Mackenzie, Manager of Human Resources, at shari.mackenzie@tbdssab.ca or 766-4092.