



ASSET & RISK OFFICER
INTEGRATED SOCIAL SERVICES DIVISION
ONE (1) TEMPORARY FULL-TIME POSITION

POSTING NUMBER:	65-2024	STATUS:	EXTERNAL
POSTING DATE:	SEPTEMBER 20, 2024	CLOSING DATE:	OCTOBER 4, 2024
AFFILIATION:	NON-UNION	HOURS PER WEEK:	35
SALARY GROUP:	7	SALARY:	\$62,860.96 - \$73,954.07

POSITION SUMMARY:

Reporting to the Supervisor, Maintenance, the Asset and Risk Officer is responsible for ensuring an effective risk management program is applied to corporate assets by coordinating maintenance operations and procedures in compliance with related legislation and maintaining appropriate records.

MAJOR RESPONSIBILITIES:

1. Assists in the development and application of the tools, templates, and guidelines necessary to coordinate efforts with regard to developing and implementing preventative maintenance programs for property assets.
2. Assists in the development of maintenance procedures, processes, and monitors maintenance practices ensuring an effective risk management program.
3. Monitors, and recommends actions on adverse trends that impact risks to property assets.
4. Ensures continuous risk identification and assessment by scheduling, completing, and documenting inspection of all units and projects annually; assess risk of each unit and follows up, as required, to treat risks.
5. Maintains insurance reporting procedures and records to protect assets.
6. Leads requirements upon change of occupancy to treat risk and return units to safe usage.
7. Follows up on complaints for purpose of assessing maintenance needs; follows up with Supervisor, Property Management as required.
8. Assists with on-call system and resolves issues as they arise.
9. Ensures facilities are in compliance with building and fire codes; collects and verifies reports from contractors, coordinates monthly tests of fire and emergency systems, inspects properties for risk assessment, prepares incident reports.
10. Ensures preventative maintenance program is applied to all units.

11. Performs other duties as assigned.

QUALIFICATIONS:

Education/Experience

- Diploma in Engineering Technology or Business, or related program.
- A minimum of three years' experience in risk management related activities.
- Working knowledge of related legislation including the *Occupational Health and Safety Act, Ontario Building Code and Ontario Fire Code and Accessibility for Ontarians Disability Act.*

Skills/Abilities

- Must possess a solid understanding of process and risk management concepts.
- Must be proficient with basic level in word processing software and an intermediate level in spreadsheet software.
- Strong organization, planning, and project management skills.
- Strong written and verbal communication skills are required.
- Strong interpersonal skills are required.
- Must have analytical, investigative and problem-solving skills.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type II.
- Use of a vehicle is required.
- Travel is required.
- May be required to work irregular hours.
- Must maintain confidentiality.

HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources
The District of Thunder Bay Social Services Administration Board
231 May Street South
Thunder Bay, ON P7E 1B5
Email: careers@tbdssab.ca | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](#):
<https://www.tbdssab.ca/about/careers/>

ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan
Ishkwaandemonan**
Opening Doors for You