



**Date:** April 3, 2024

**Location:** Pickering, ON, CA

**Type of Position:** Permanent

**Number of Positions:** 1

**Salary Min:** \$82,733.00

Do you want to be part of a team helping to strengthen every community across Ontario? Are you interested in seeing the importance of your work firsthand?

### **Become a Facilities Specialist - Capital Projects with MPAC**

The Municipal Property Assessment Corporation (MPAC) is made up of a team of experts who understand local communities and assess every property in Ontario. What we do provides the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day. [Learn more.](#)

#### **Equity, Diversity, Inclusion and Anti-Racism**

MPAC is committed to Equity, Diversity, Inclusion and Anti-Racism. We are taking important steps towards ensuring that all voices are respected, valued and being heard. MPAC is dedicated to fostering an environment where employees can bring their full, unique and authentic selves and are inspired to do their best work.

#### **What makes you great for this role?**

You are able to undertake specific assignments within the Capital Projects portfolio related to planning analysis, implementation, warranty, maintenance and stakeholder management at various offices across the province.

#### **We have:**

- A team of highly skilled, dedicated and collaborative staff
- Leadership that supports you
- An enterprise that embraces change
- A work environment that has flexible work locations (including remote), hours of work and overall employee wellness support

#### **You have:**

- A College Diploma or University Degree in Property Management, Facilities Management, Interior Design, or related field OR 8 years of experience in Facilities Management (i.e. design, construction, project management)
- Working knowledge of the Ontario Building Code (OBC) and Accessibility of Ontarians with Disabilities Act (AODA)

- Familiarity with Ministry of Labour regulations and other applicable regulations and acts
- Demonstrated experience in the design, construction, and/or facility management industry including space and program design analysis, site surveys of existing conditions, inventory of furnishings, fixtures, finishes and equipment
- Demonstrated project management experience in the preparation of schedules, budgets and at different stages of planning or execution
- Demonstrated ability to creatively plan and design space to solve user needs with efficient use of budget and space
- Demonstrated ability to review comprehensive construction documents containing legal and technical terminology
- Capability to develop plans, standards, performance specifications and request for proposal documentation with great attention to detail
- Sound knowledge and background in facilities management technology, emerging trends and alternative business practices
- Facilities and project management expertise and financial planning and analysis skills to participate in MPAC's strategic planning and budgeting process
- Excellent oral and written communication skills to provide technical assistance to clients
- Strong project management skills to oversee all phases of large-scale concurrent projects and implement office space accommodation plans
- Proficient ability using AutoCAD, MS Excel, MS Project and other facilities related software and databases
- Demonstrated ability to maintain confidentiality
- Valid Ontario "G" Class Driver's license
- Ability to work outside normal business hours, as required

**Nice to have:**

- Certification in Construction Project Management

**What you will do:**

- Manage end-to-end planning, design, construction, furnish and finish of new office construction and existing office renovation projects
- Assist with the development of multi-year relocation/renovation plans, budgets & timelines, and oversee project execution
- Work closely with internal/external consulting resources through all project phases ensuring adherence to budget, timelines and other project requirements
- Plan and administer the installation of furniture, office equipment and systems for office space reductions, expansions, renovations and relocations in conjunction with landlords, MPAC management and staff
- Complete all move-related and decommissioning activities including engaging and coordinating the core 'move team' and vendors, development of seating plans, and all project closing activities
- Complete cyclical vendor performance management audits, measuring KPI's and reporting results and suggested actions to Manager, Specialist Portfolios
- Ensure compliance with procurement and asset policies and procedures

- Prepare project plans, checklists, timelines and budgets for all design, furniture and construction projects and monitor to ensure compliance with corporate policy and procedures
- Develop and maintain positive relationships with external service providers and internal business partners to ensure expectations are clearly communicated and met

**Additional Information:**

- Requisition ID: 1839
- Job Type: Union
- **Closing Date: April 16, 2024**

**Ready to apply?**

Click on this [link](#), followed by the “Apply Now” icon once within the posting. Create your candidate profile and upload your resume and cover letter by **April 16, 2024**. Please note, only applications submitted through the Applicant Tracking System will be accepted.

Successful candidates will be required to undergo a background verification with Mintz Global Screening. By applying to this job posting, you are providing your consent to MPAC to share your name, email address and phone number with Mintz, to conduct the criminal and driver abstract check and for Mintz to disclose the results to MPAC, should you be the successful incumbent.

MPAC is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflect the diversity of the public and communities we serve.

Persons with disability who need accommodation in the application process or those needing job postings in an alternative format may email their request to [careers@mpac.ca](mailto:careers@mpac.ca).

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Job advertisements for positions that have been designated bilingual will be posted in both English and French on our website. Positions that are not designated bilingual are not translated and are only posted in English on the English version of our website.

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