

Employment Opportunity

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Manager, Facilities & Capital Projects

Department:	Community Services
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Vacant Existing Position
Shift/Hours:	Monday to Friday, 35 hours per week
Salary Range:	\$152,261.20 to \$168,786.80 annually
Work Location:	2460 Brock Road, Pickering, ON
Apply to:	Elizabeth Nimmo, Human Resources Generalist – Learning & Development
Date Posted:	Wednesday, September 9, 2026
Deadline to Apply:	Wednesday, September 30, 2026 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Manager, Facilities & Capital Projects.

The incumbent is responsible for coordinating and managing the construction administration of capital budget projects, including development of budgets, and the preparation of procurement documents, memos and reports. The incumbent is also responsible for developing and maintaining procedures and documents for the effective planning and control of annual and forecast budgets and keeping construction projects in compliance with reporting cycles.

Primary Responsibilities

- Directs, coordinates and manages the capital projects function for the Corporation’s facilities’ inventory in an effective and efficient manner that ensures compliance with the Corporation’s standards and industry best practices and in accordance with applicable law.
- Assigns work and provides supervision, technical advice and direction to staff regarding facilities capital projects and related work. Checks work in progress and upon completion, ensures compliance with project close out procedures.
- Provides capital project resources and expertise to other sections and departments.
- Provides support and input to annual and forecast capital budgets for facilities, and annual Community Services operating budgets.
- Ensures that the planning, scheduling and execution of facilities capital projects align with the Corporation’s needs, policies and procedures including the timely submission of draft reports to Council and committees.
- Oversees the work carried out by consultants and contractors on various Corporation construction projects, including participating in related site, construction and consultant meetings.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post-secondary degree in Facility Management/Project Management/Architecture or a related field from a recognized educational institution.
- Five years of progressively more responsible work-related experience in capital projects, to include at least three years at a supervisory level, preferably in a municipal environment.

Knowledge, Skills and Abilities

- Extensive and comprehensive working knowledge of construction administration and applicable law, municipal capital projects and current best practices.

- Ability to read, understand, navigate and communicate proficiently regarding technical drawings, specifications and details for building construction and renovation projects.
- Working familiarity with sustainable, energy efficient, heritage and accessible design and construction practices and technology.
- Demonstrated understanding of municipal procurement processes and procedures with the ability to exercise effective budget control.
- General knowledge of health and safety legislation and regulations applicable to facility operations, including familiarity with facility operations and maintenance needs.
- Above average communication skills and a strong customer service orientation to deal effectively with the public, staff, community group representatives and public officials.
- Strong leadership, planning, organizational and public relations skills to establish and maintain effective business relationships with all levels of employees, contractors and vendors.
- Ability to work with multiple priorities in an active and dynamic environment.
- Proficiency in the use of personal computers and Windows based computer applications.
- Must be willing and able to work irregular hours, on weekends and on holidays as required and respond to project needs and after work emergencies.
- Proficiency in AutoCAD is an asset.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must hold, or acquire within six months, current Standard First Aid and Basic Rescuer CPR-C certificates.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class “G” Ontario Driver’s Licence. Must provide consent to conduct regular driver’s abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

