Ottawa Community Housing | Logement communautaire d'Ottawa

Building Systems Officer (Fire Life Safety Systems)

Deadline to apply: November 22, 2026
Application link: Building Systems Officer (Fire Life Safety Systems)

Join us at Ottawa Community Housing, where we are more than a home to over 33,000 tenants across approximately 16,000 homes. As Ottawa's largest social and affordable housing provider, ranking second-largest in Ontario and fourth-largest in Canada, we're committed to enhancing tenant well-being through partnerships with local service providers and support agencies.

At OCH, diversity and equal opportunities are at the core of our workplace culture. We strive to mirror the vibrant communities of our city and have been honoured as the National Capital Region's Top Employer every year since 2018.

WE ARE PROUD BECAUSE EVERY DAY WE MAKE A DIFFERENCE!

Together, we're transforming tenants' lives by
"providing more than a home, because we care".

What we offer
Joining OCH means making a meaningful difference every day. We provide opportunities to positively impact your community in multiple ways. Recognizing that our employees are the cornerstone of our organization, we offer a comprehensive and competitive compensation and benefits package, flexible work options, professional development opportunities, health and wellness programs, and more.

What we seek:
OCH is seeking a Building Systems Officer to coordinate preventative maintenance programs on assigned building systems. Under the guidance of the Senior Manager, Asset Management, Operations, the Building System Officer will complete inspections, evaluations, estimates, reports, and provides technical advice.
For this position, we are seeking someone with subject matter expertise in Fire Life Safety systems and applicable codes. These areas will be the focus of the role.

Building Systems Officer with OCH:
Providing quality and affordable housing solutions is a main objective of our organization. As the Building Systems Officer you will be a vital part of our organization in ensuring that our tenants are being taken care of in our communities. You will help them to improve their quality of life and provide a safe and comfortable place for them to call home.

As a Building Systems Officer, some of the things you will do include:
- Oversees, coordinates and inspects the work of contractors under the provisions of assigned contracts, issues work orders, identifies and recommends solutions to resolve concerns
- Oversees planned, emergency and adhoc capital repairs and/or upgrades from planning to completion, including discussing stakeholder expectations, design review, risk

assessment, developing scope of work and controlling project quality, cost and schedule.
- Participates in the review and/or creation of maintenance and service contracts, contract change orders as well as bids evaluation.
- Participates in the development of the annual operating and capital budgets for building systems
- Prepares contemplated change orders, letters of default as well as letter of unsatisfactory performance for consideration by Manager, Asset Management Operations
- Issues work orders and coordinates emergency repairs or replacements under purchasing policy guidelines
- Requests cost estimates and quotes for services, materials or equipment
- Completes field inspections and checklists and ensures that deficiencies are identified, reported and followed-up as required.
- Coordinate contract performance meeting as and when required with maintenance and services contractors. Review and evaluate KPIs and report back to all stakeholders.
- Collects and reports building systems maintenance and repairs data for dashboard.
- Maintains an inventory of asset components and other relevant data, and prepares recommendations for selection of materials and components
- Maintains OCH standards and updates maintenance operation manuals and the technical records database
- Reviews invoices and confirms satisfactory completion of contract and completes post contractor evaluations and warranties
- Provides technical advice, responds appropriately to stakeholder inquiries and complaints and works in collaboration with all staff in a team approach to client service delivery
- Liaises with internal and external stakeholders and agencies to recommend best practices
- Participates in the development of the annual, 5 year, and 30 year capital works plan by supporting life cycle analysis, condition assessments and associated estimates
- Seeks to maximize building system efficiencies through the development of maintenance practices, service strategies and contracts
- Participates in the development and maintenance of an energy and sustainability program
- Prepares scopes of work, and tender documents for Capital and Operational projects
- Develops Requests for Quotations/Requests for Proposals including Terms of Reference and participates in the selection process
- Works in accordance with Occupational Health and Safety Legislation and OCH policies and procedures
- Identifies new code and by-law requirements related to buildings and their systems
- Uses appropriate tools and fleet vehicle to complete daily activities
- Represents OCH in a positive and professional manner and treats all work-related contacts with respect and courtesy.

As a Building Systems Officer, you can look forward to:
- Meaningful work that improves tenant lives through safe, stable housing
- The opportunity to help build stronger, more inclusive communities across Ottawa

- A role with a purpose-driven, award-winning housing organization
- An inclusive culture where you can be your authentic self and feel you belong
- Career growth through training, mentorship, and development
- Opportunities to engage in DEI initiatives, peer programs, and volunteering
- Competitive compensation with a Total Rewards package and pension to support your health, wellbeing, and family
- Pride in contributing to work that makes a lasting difference in your city

What you bring:

Education & Experience:

A typical candidate will have the following qualifications and experience. Exceptional candidates with different qualifications will be considered at the discretion of the employer if demonstrated experience, knowledge, and ability warrant.

- Post-secondary diploma in mechanical / electrical engineering systems or in an applicable technical discipline.
- A minimum of six (6) years of experience in building systems with responsibility for contract management for deliverable services, monitoring and control of cost and schedules
- A minimum of two (2) years of experience in asset management with responsibility for field inspections, condition assessments and life cycle planning.
- Knowledge of building systems which include, but is not limited to, mechanical systems, electrical systems , HVAC, fire protection and building automation/monitoring systems and elevating devices.
- Knowledge of best maintenance practices and experience in preventative maintenance inspections for residential buildings, especially low and high-rise structures.
- Knowledge of program planning, design, cost estimates and project management.
- Familiarity with the production and interpretation of construction specifications.
- Knowledge of Design standards, building codes, building components and materials.
- Knowledge of Relevant legislation (eg: Ontario Fire Code, TSSA, Ontario OH&S Act and Regulations, Ontario Electrical Code, Property Standards, Ontario Plumbing Code, local bylaws, CSA/ULC standards).
- Understanding of the values and objectives of a social housing organization and commitment to support those objectives.
- Proficiency in Microsoft Office and familiarity with database management.
- Proficiency in the use information technology such as mobile devices and computer systems in the performance of work

Skills and abilities:

- Organizational skills including the ability to set priorities and co-ordinate diverse and conflicting activities.
- Ability to manage and control budgets.
- Capacity to operate effectively in a team-based approach with effective negotiation and conflict resolution skills.

- Analytical skills to troubleshoot and resolve problems in the context of complex maintenance issues
- Effective written and oral communication skills relating to diverse audiences.
- Capacity to gather, compile and report information related to building system requirements and options.
- Oral fluency and reading and writing skills in English are required
- A functional capacity to communicate orally in French is an asset

Other requirements:

- Satisfactory Criminal Records Check
- Possess a valid Class “G” driver’s license or equivalent
- Access to a personal vehicle for business use

Work conditions:

- This is a full-time (40 hours per week) hybrid position with on-site attendance as required.

Other details about the role:

Affiliation: CUPE 503
Salary: $45.97 to $53.01 per hour

OCH is committed to providing accommodations for people with disabilities. If you require an accommodation, please notify Human Resources and we will work with you to jointly address your needs.

BUILD YOUR FUTURE. INSPIRE CHANGE. MAKE AN IMPACT.
Apply now!

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