



**Position Title: Supervisor, Trade Standards**

**Position Type: Fixed Term**

**Duration: Up to Twenty-Four (24) months**

**Location: Mississauga, ON**

**Job Grade: 6**

**Salary Range: \$73,372 - \$106,304 / year**

**Hours of work: 36.25 hr/week**

**Reporting to: Manager, Standards**

**This Posting Is Applicable to: Internal/External Applicants**

**Skilled Trades Ontario (STO) is a Crown agency** responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion
- **Issuing certificates of apprenticeship** to completed Ontario apprentices
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **Administering exams**, including certifying exams, in all trades subject to certifying exams
- **Issuing Certificates of Qualification** in all trades with certifying exams
- **Renewing Certificates of Qualification** in compulsory trades
- **Maintaining a Public Register** of people authorized to work in compulsory trades
- **Researching apprenticeships** and the trades

The Supervisor, Trade Standards reports to the Manager of our Standards and Examinations Department. This position is responsible for new product development, document implementation and product inventory management.

**Responsibilities:**

- Oversees the development and modernization of Training and Curriculum Standards
- Manages, monitors, and maintains soft and hard copy libraries and inventories of training documents
- Tracks production activities ensuring processes are effectively executed
- Develops processes and procedures for the optimization of products
- Develops multi-year product development plans
- Collaborates with Departments across Skilled Trades Ontario (“STO”) to facilitate the production of standards documents
- Consults with other jurisdictions across Canada on best practices for the production of documents and/or creation of products
- Formats training and curriculum standards to STO’s style guidelines
- Arranges for translation of training and curriculum standards and examinations
- Guides draft documents through the approval process
- Partners with the Ministry of Labour, Immigration Training and Skills Development (MLITSD) to implement the standards throughout Ontario
- Collaborates with vendors to ensure documents are available in electronic and hard copy
- Works with Industry: Identifies ways to improve the delivery and usage of the documents with a focus on being flexible to the needs of the diverse trades named under the Building Opportunities in the Skilled Trades Act, 2021 (BOSTA, 2021)
- Organizes workshops to align standards with industry needs, regulatory requirements and improve overall efficiency
- Meets with advisory bodies and industry experts for input on new and updated standards and examinations
- Prepares documentation for STO’s senior management approval
- Works collaboratively with respective team in meeting mutual goals/objectives as identified in the program development plan

**Qualifications:**

- Post-Graduate Degree in a related field of study (preferred) or equivalent combination of education and experience
- Knowledge of BOSTA 2021, various provincial legislation and programs impacting the trades
- Knowledge of trade specific regulations and policies, to provide information, analysis and interpretation to stakeholders and to ensure compliance in the development of training standards and assessments tools
- Knowledge of adult learning principles, standards and curriculum development, and measurement and evaluation methods, to manage the design, development, publication, and distribution of training and assessment standards for the skilled trades across Ontario
- Knowledge of provincial and inter-provincial examination development procedures, testing and standards development, for skilled trades to act as a provincial host for selected inter-provincially designated trades
- Demonstrated experience in a similar position

- Proficient with MS Office Suite (i.e. Word, Excel, Outlook and PowerPoint);
- Experience with databases is an asset; and
- Previous experience working at a regulatory body is an asset

**Skills Include:**

- Change management skills
- Ability to manage priorities and meet tight deadlines
- Analytical skills
- Organizational skills
- Verbal communication and presentation skills to provide standards related advice and expertise across STO and to stakeholders and business partners
- Written communication skills to lead the development of strategies, standards, programs, and training and assessment materials
- Ability to direct staff during the product development cycle and provide status updates to the Manager, Standards

\*Only those candidates selected for an interview will be contacted.

**How to Apply:** Please forward your resume, together with a separate cover letter by **5 pm on September 12, 2025** to [careers@skilledtradesontario.ca](mailto:careers@skilledtradesontario.ca). Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: **STO-028-25**

We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.