

## JOB OPPORTUNITY NOTICE

### **Project Supervisor, Capital Projects** **PASS Grade 6 \$85,007 to \$95,755**

Reporting to the Manager, Capital Projects Division of the Facilities Management Department, the incumbent will be responsible for the planning, coordination and management of various capital projects/programs ranging in size from minor renovations to new school construction within a multi-million dollar budget, in alignment with the Board's strategic directions and priorities.

#### **Duties include, but are not limited to:**

- Act as the Board representative throughout all stages of projects with all stakeholders
- Ensure ongoing communications with all project stakeholders and authorities, including school communities, administrators and senior staff
- Undertake lead responsibility and accountability for project budgets and all project documentation
- Develop project scope for consultants and contractors, including assistance in the preparation of contract specifications, tenders and procurement documentation
- Prepare and provide progress status updates for senior staff

#### **Qualifications:**

- Post-secondary education in related field (Architecture, Building Sciences, Project Management)
- Minimum five years of progressive experience in construction and/or project management
- Demonstrated leadership, planning, organizational, analytical, and problem solving skills with a customer service-oriented approach
- Excellent written and verbal communication skills with multi-disciplinary groups of stakeholders
- Proficiency with a range of current software programs
- Experience with municipal approvals process, consultant/construction contracts and tendering procedures within the Broader Public Sector, relevant government regulations and Ontario Building Code, and school design preferred
- PMP certification preferred
- Public sector and/or school board experience preferred

# HWDSB

Human Resources  
Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, ON L8N 3L1

- A valid driver's license and use of a personal vehicle required
- Availability to work after hours and weekends when required based on system needs

Deadline for submission is **4:00 p.m. on Monday, December 11, 2017**

Interviews will be held during the week of December 18 to 22, 2017.

Please apply to:       Melanie Kivell, Human Resources Officer  
Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, Ontario L8N 3L1  
email: [mycareerPASS@hwdsb.on.ca](mailto:mycareerPASS@hwdsb.on.ca)

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted. Accommodation for applicants is available in the recruitment process.