

JOB OPPORTUNITY NOTICE

Project Management Supervisor, Capital Projects **Temporary Contract to January 31, 2020 (with possibility of extension)** **PASS Grade 6 \$86,438 to \$97,287**

Reporting to the Manager, Capital Projects Department of the Facilities Management Division, 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
- 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 Tuesday, March 19, 2019

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

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.