

## JOB OPPORTUNITY NOTICE

### **Manager, Capital Projects** **PASS Grade 7 \$101,262 to \$113,972**

Reporting to the Senior Manager of Facilities Management, the incumbent will be responsible for the execution and management of the Board's Annual Capital Plan. The Manager, Capital Projects is responsible for planning, organizing, directing, overseeing and evaluating the capital construction and facility renewal of all school and administration buildings of the Hamilton-Wentworth District School Board. As a member of the Facilities Management Team, you will manage one of three divisions responsible for supporting the implementation of the Board's Long Term Facilities Master Plan.

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

- Providing strategic direction and leadership in all areas of the management of facility renewal and capital construction projects from inception through to completion including:
  - Planning and organizing project priorities, developing project scope, schedules, budgets, funding sources and approvals
  - Selection of consultants and contractors, tendering and awarding of contracts, and contract administration
  - Overseeing the works of Project Supervisors implementing construction projects, including a comprehensive understanding of project progress and site activities
- Developing and implementing long-range asset preservation and asset management strategies
- Ensuring that the Board is in compliance with all legislation and acts including regulatory bodies
- Managing a multi-million dollar annual construction program
- Managing the delivery of the Board's current Annual Capital Plan, allocating resources and staffing
- Preparing, co-ordinating and tracking applications to Ministry of Education for capital project approvals and funding
- Capital update reporting including, but not limited to, tracking the portfolio of all active and forecast capital projects, inclusive of budgets, funding allocations, year-to-date and projected commitments, etc.

- Acting as the key staff resource for all capital construction projects
- Ensuring ongoing communications with all levels of the Board including school communities, administrators and senior staff
- The development of departmental standards for planning, design, cost tracking, scheduling, project management and programming requirements, associated improvements and monitoring controls for improvement

**Qualifications:**

- A degree / post-secondary qualifications in the related field of Architecture, Project Management, or Engineering
- Minimum of seven years of project development related experience, preferably in a public sector setting
- Minimum of five years of management leadership experience, preferably in a public sector setting
- Demonstrated strategic 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
- Current knowledge of relevant legislation, statutory requirements, and Ministry planning guidelines

**Deadline for submission is 4:00 p.m. on Monday, January 29, 2018.**

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.