

JOB OPPORTUNITY NOTICE

Associate Project Supervisor, Capital Projects

Temporary Position May 4, 2020 to August 31, 2021

PASS Grade 4 \$69,868 to \$78,637

Reporting to the Manager, Capital Projects Division of the Facilities Management Department, the incumbent will be responsible to support project supervisors in the execution of projects as well as responsible for the planning, coordination and management of various capital projects/programs such as minor renovations and upgrades, 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
- Manage minor renovation projects from inception to occupancy, including creating and managing the scope, schedule and budget
- Assist in processing of vendor purchase orders, change orders, invoicing, etc.
- Attend project meetings, documenting action items and key decisions
- Provide project support to Project Management Supervisors as required, by preparing various project documentation including Request for Proposal and Tender documents, schedule, budget logs and developing status reports
- Other duties as required

Qualifications:

- Post-secondary education in related field (Architecture, Building Sciences, Project Management)
- Minimum three years of progressive experience in construction and/or project management
- Self-motivated with an eagerness to learn and contribute
- Excellent written and verbal communication skills
- Proficiency with a range of current software programs (eg. eBase, AutoCAD, etc.)

- School board experience, knowledge of Ministry of Education funding and school design preferred

Deadline for submission is 4:00 p.m. on Monday, April 6, 2020.

Please apply to: Melanie Kivell, Human Resources Staffing 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.