



Manager, Minor Capital Construction

Job Description

LOCATION: Facilities Office (Langford)

CLASSIFICATION: Exempt

SUPERVISOR: Director of Facilities

Adjacent to Victoria on southern Vancouver Island, School District 62 (Sooke) is one of the fastest growing school districts in the province. The District operates in the Capital Regional District including five municipalities: Langford, Colwood, Sooke, Metchosin and the Highlands. The operating budget for the District is in excess of \$120 million with a student population of approximately 11,300. In addition to the operating budget, the District is planning for a number of capital projects including school builds, seismic upgrades, school enhancements and building envelope replacements. Based on the District's Long Range Facilities Plan, these projects are estimated to last for a number of years as the District continues to prepare for the anticipated steady growth in student population.

The District Strategic Plan focuses on 3 goals:

1. Learning;
2. Engagement; and
3. Growth

PURPOSE OF POSITION

Under the general direction of the Director of Facilities, the Manager, Minor Capital Construction is accountable for the planning, approving, scheduling and managing of minor capital construction projects in order to ensure safe, healthy and sustainable learning environments in our existing schools. This position is key in delivering on the all three of the District's goals.

NATURE OF WORK AND POSITION LINKS

The District's Director of Facilities is responsible for the operational and administrative management of all facility related activities based on the strategic direction set by the Board of Education. The Manager, Minor Capital Construction position is responsible for managing the planning and construction of the projects that have been approved by the Ministry of Education and/or the district. These projects include:

- a) Supporting the Manager of Project Planning and Construction on new school builds and expansion projects to support the District's growth;
- b) Supporting the Manager of Project Planning and Construction Seismic projects to upgrade to current building codes and standards;
- c) The Ministry's annual School Enhancement and Carbon Neutral Programs;
- d) The Ministry's Building Envelope program to ensure current building codes and standards are met;
- e) Coordination of Annual Facilities Grant (AFG) projects
- f) Minor Capital projects associated with major capital projects; and
- g) Enhancement projects as approved by the District's Executive Team.

This position has strong links to a number of internal and external stakeholders such as the Board of Education, Ministry of Education, District Senior Managers, Principals/Vice-Principals, District Staff and external service providers.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Project Planning

- Ensures compliance with applicable building standards and design criteria are met for all project construction;
- Reviews the necessary technical specifications created by external consultants to ensure the District's needs and budgets are met;
- Works with Facilities Manager in creating and managing tenders and contracts for minor capital projects and maintenance service;
- Leads and manages architects and consulting engineering teams in implementation of the Board's requirements for additions, upgrades and alterations of educational facilities;
- Manages the preparation of all levels of design for minor construction projects to coordinate the work of consulting engineers and architects;
- Belongs to a team that acts as liaison with school principals and school design committees for upgrading, altering and/or renovated school projects;
- Provides advice and assistance in the interpretation and implementation of provincial and District policy and regulations regarding minor capital project procurement and contracts and, energy management and carbon reduction strategies;
- Identifies, analyzes, evaluates and initiates appropriate actions to manage project risks; develops and documents risk management plans;
- Develops, analyzes, and revises accurate and complete minor capital project budgets; and
- Manages the overall change control process throughout the life cycle of minor capital project(s), including changes to the written scope statement, project schedule, budget and deliverables.

Construction

- Works with district staff and consultants in designing, planning and inspecting the minor capital projects;
- Leads and manages architects, consulting engineers, contractors to come to an orderly and timely completion of construction for Board approved projects;
- Prepares minor capital project cost estimates as required;
- Manages stakeholder relationships and expectations through the delivery of minor capital construction projects;
- Negotiates all extras and credits resulting from scope changes in minor construction contracts and leads the dispute resolution mechanisms for the District;
- Attends coordination site meetings with contractor and consultants;
- Approves all architects and contractors' interim billings, and controls the expenditure of all minor capital funds;
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans;
- Coordinates design and contract development work of minor capital projects with drafting personnel;
- Manages the resources assigned to the project to ensure effectiveness;
- Supervises District capital staff including assignment of work, development and evaluation of performance plans, opportunities for training, and approval of leave;
- Prepares and maintains information pertaining to the Board's planning and construction activity by:
 - Maintaining close working relationships with the Facilities Services Department;
 - Maintaining up-to-date records of design and construction drawings of all minor capital projects;
 - Ensuring the Board receives proper maintenance manuals and up-to-date plans and record drawings for each project;
 - Belongs to a team for creating and maintaining design and construction standards for use in all schools.
- Provides liaison with municipal building and planning authorities;
- Coordinates and inspects projects and accepts completed projects on behalf of the Board;
- Promotes and maintains effective working relationships with Facilities Services staff;
- Carries out specific duties as assigned by the Director of Facilities; and
- In the absence of the Manager, Project Planning and Construction position will be responsible for attending and reviewing project documentation and progress on major capital projects.

SELECTION CRITERIA

Education/Experience

- Preferred degree in building science or engineering and 5 years' progressive experience; or

- High school diploma and 10 years' progressive experience working in a planning, construction and management position with project values exceeding \$2M; and
- Experience working with Board and Executive members in a confidential capacity; and
- Experience working in the K-12 education or public sector.

Knowledge

- Strong knowledge of current best practices in the building and construction industry;
- Strong working knowledge of construction code, accounting and law;
- Strong working knowledge of hazard management techniques;
- Knowledge of project management fundamentals such as time and schedule management; and
- Knowledge of the District's mandate, operational goals and objectives.

Abilities/Skills

- Ability to interpret and apply legislation and/or District policies and procedures;
- Ability to organize and plan workload; meet deadlines; exercise good judgment and make sound decisions;
- Ability to establish and maintain positive working relationships with a variety of individuals within and outside the organization;
- Sound analytical and problem-solving skills;
- Ability to pay attention to detail;
- Excellent interpersonal skills; and
- Proficiency in word processing and spreadsheet applications, as well as familiarity with host and internet based computer applications;

COMPETENCIES

- **Teamwork and cooperation** is the ability to work co-operatively with diverse teams, work groups and across the organization that includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others.
- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans.

It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, coworkers, other branches/divisions, other ministries/agencies, other government organizations, and nongovernment organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, and identify key factors and options leading to successful outcomes.

To apply please visit <https://bit.ly/2SbHLsO>

Closing date Oct 16, 2020 4:00 PM PDT