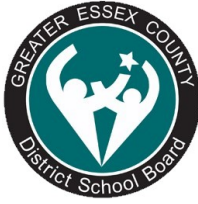


# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD



Gale Hatfield  
Chairperson of the Board

Vicki Houston  
Director of Education

## Construction Administrator

The Greater Essex County District School Board invites applications from interested, qualified individuals for the non-bargaining 40 hr full time, position of Construction Administrator. The position reporting directly to the Coordinator – Capital Projects and is expected to begin as soon as possible.

### **Job Summary:**

**POSITION:** Construction Administrator

**START DATE:** ASAP

**LOCATION:** Facility Services

**SALARY:** \$73,507 to \$86,486 (under review)

### **What we offer:**

- Extensive benefits
- Enrolment in a defined pension plan through the Ontario Municipal Employees Retirement System (OMERS)
- Staff Wellness Resources
- EAP Program
- Competitive vacation days; plus, additional two-week paid Winter Break.

### **Nature & Scope of Position:**

- Provide financial control and incorporate the highest work standards to construction projects within the schools of the Greater Essex County District School Board.
- Acquire a complete understanding of the project scope and incorporate this information in design requirements
- Work with consultants to ensure working drawings are accurately prepared and design criteria are met for various projects.
- Ensure adherence to specified deadlines by coordinating efforts of consulting firms, contractors and the Board's staff.

- Ensure all work is completed as economically as possible while adhering to plans and specifications by visiting the sites of all construction projects and conducting site meetings with contractors and consultants on a regular basis.
- Ensure Board building and quality standards are met during construction.
- Monitor the status of all construction projects and communicate that information to the Coordinator - Capital Projects on a regular basis.
- Track and record of all expenditures encountered within the capital project budget and report such costs to the Coordinator - Capital Projects on a regular basis.
- Ability to multitask and manage multiple projects simultaneously
- Coordinate all project documentation for the project in conjunction with the consultant.
- Demonstrate a commitment to and documented success in working to create a fair, inclusive, anti-racist environment for all stakeholders, and to supporting diverse constituencies and populations.
- Communication is a key component of the position as it relates to informing all Facility Services and school staff of up-coming construction projects and the status of current work which will affect the school.
- Other duties and responsibilities as assigned.
- Demonstrate a commitment to and documented success in working to create a fair, inclusive, anti-racist environment for all stakeholders, and to supporting diverse constituencies and populations.

### **Qualifications:**

- Post-secondary degree or diploma in mechanical engineering, architecture or related discipline.
- Professional designation accredited with a provincial association, where applicable, is also preferred.
- Three to five years' experience managing projects and staff from pre-construction to project close outs is preferred.
- School capital experience is preferred.
- Superior interpersonal, communication and presentation skills including the ability to interact with staff, and community members.
- Significant knowledge in the use of information technology in the workplace.
- Demonstrated commitment to life-long learning.
- Knowledge of building and building systems design, municipal by-laws, building, fire safety and electrical codes.
- Full understanding of specifications and drawings including architectural, mechanical and electrical.
- Competency in AUTOCAD.

Qualified candidates are invited to apply in writing, giving full particulars as to education, qualifications and experience by visiting [www.applytoeducation.com](http://www.applytoeducation.com) no later than **4:00PM on Friday June 28, 2024**. Please note there is no fee to apply to this position. You must apply under the actual job posting number **3775667** (under Management and Professionals). In support of the Board's Indigenous Protocol, applicants of First Nations, Métis and Inuit descent may apply to [fnmicareers@publicboard.ca](mailto:fnmicareers@publicboard.ca). In support of the Board's Dismantling Anti-Black Racism Strategy, applicants who identify as Black may apply to [opportunities@publicboard.ca](mailto:opportunities@publicboard.ca). No other form of submission will be accepted from external candidates.

Chris Boulay, Superintendent of Human Resources  
Greater Essex County District School Board  
451 Park Street West, Box 210  
Windsor, ON N9A 6K1  
**Posting Number: 2024-174**

*The Greater Essex County District School Board actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:*

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities;*
- *persons who identify as women; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

*We recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in communities that we serve.*

*The Greater Essex County District School Board (GECDSB) complies with the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to providing accommodations for employees and applicants with disabilities. Should you require an accommodation for a disability during any stage of the recruitment process, please contact the Human Resources Department to whom you are submitting your application. Further, should you be selected to proceed in the hiring process, please let the Human Resources Department know the required accommodations, prior to your interview. This will ensure that the appropriate accommodation(s) are in place prior to your interview and prior to your potential employment with the GECDSB.*