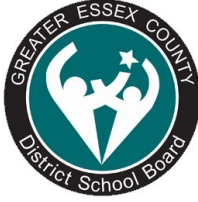


# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD



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 reports 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:** \$85,640 to \$100,793

### **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 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.
- Proven effective communication in informing all Facility Services and school staff of up-coming construction projects and the status of current work affecting the schools.
- Other duties and responsibilities as assigned.

### **Qualifications:**

- Post-secondary degree or diploma in Civil Engineering, Mechanical Engineering, Construction Management, Architecture, Construction Technology or a related field is required, or equivalent, as approved by the Board.
- Three to five years' experience managing projects and staff from pre-construction to project close outs is preferred.
- Proven track record of completing large scale projects on time and on budget.
- Demonstrated ability to proactively identify, analyze, and resolve project issues to ensure timely and successful completion of construction projects.
- Knowledge of the Ontario Building Code and relevant building standards.
- Knowledge of Occupational Health and Safety Act and site supervision standards.
- Excellent presentation, interpersonal, written, and oral communication skills.
- Understanding of municipal approval processes and construction-related permits.
- 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.
- Proficiency in Microsoft Office (MS Word, Excel, PowerPoint).
- Must have access to transportation throughout Windsor and Essex County.
- 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 December 12, 2025**. Please note there is no fee to apply to this position. You must apply under the actual job posting number **3994916** (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.

Kari Bryant, Superintendent of Human Resources  
Greater Essex County District School Board  
451 Park Street West, Box 210  
Windsor, ON N9A 6K1  
**Posting Number: 2025-200**

- *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 has an accommodation process in place that provides accommodations for employees and applicants. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the GECDSB strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation based on any Code-protected ground under the Ontario Human Rights Code for your interview, testing, and/or practicum, please advise the Recruitment Team member when contacted for an interview, testing and/or practicum. This will ensure that the appropriate accommodation(s) are in place prior to you attending.*