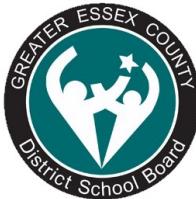


# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Gale Hatfield  
Chairperson of the Board



Vicki Houston  
Director of Education

## Coordinator of Capital Projects

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

### **Job Summary:**

**POSITION:** Coordinator of Capital Projects

**START DATE:** ASAP

**LOCATION:** Facility Services

**SALARY:** \$109,345 to \$128,627

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

Under the general direction of the Manager of Facility Services, the Coordinator – Capital Projects provides strategic direction and leadership for the planning, implementation, management and budget for multi-location capital construction, and school renewal. The ideal candidate is a natural problem-solver who strategically leads at a high level. Responsibilities include the following:

- Lead a multi-disciplinary team of staff including Construction Administrator(s), and the Building Systems Officer.
- Monitor, record and analyze the condition of Board buildings, grounds and assets.
- Determine priorities for the enhancement, repair and modification of building facilities and equipment based on end-of-life, legislation or program changes.
- Develop project scope for consultants and contractors, including assistance in the preparation of contract specifications, tenders and procurement documents.
- Manage new school design and construction process including stakeholder input and Ministry of Education/Board approval and reporting requirements.
- Manage staff who act as the Board representative throughout all stages of capital projects and new school construction including design, input from appropriate stakeholders and project management.

- Manage capital projects, with the assistance of staff, to ensure project budgets, schedules and scope are being met and that stakeholders are informed of scope and project timelines.
- Help ensure Board compliance with building codes, fire codes, accessibility legislation, health and safety legislation as it pertains to capital projects, Ministry of Labour regulations and other related legislation, regulations, codes and statutory requirements.
- Manage school facility asset data through the Education Capital Information System (ECIS).
- Manage school facility asset data in VFA software and Ministry reporting as it relates to the Education Capital Information System (ECIS).
- 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.
- Other duties and responsibilities as assigned.

### **Qualifications:**

- A university degree or a college diploma from a recognized institution in the field of architecture, engineering or a related discipline.
- Minimum five (5) years progressive experience in the field of architecture, engineering technology, building construction, planning, project management or construction.
- Proven leadership skills with particular relevant experience with school facility issues.
- Proven ability to provide leadership to multi-disciplinary groups including school communities, school administrators, senior staff, consultants, contractors and others as required for project/program delivery.
- Proven ability to develop and direct programs and budgets.
- Strong negotiation, conflict resolution, analytical and problem solving skills.
- Extensive knowledge of building construction and facility infrastructure as well as familiarity with the building, electrical and fire codes, accessibility standards, energy conservation.
- Thorough knowledge of consultant and construction contracts, public sector tendering procedures and policies.
- Knowledge of energy management programs and strategies through the reduction of energy use.
- Excellent communication and interpersonal skills in dealing effectively with internal and external stakeholders.
- Excellent time management, problem solving and organizational skills.
- Strong computer skills including Microsoft Office Suite (Word, Excel, Access, Powerpoint), AutoCAD with the ability to learn new and specialized software and web based applications.
- Professional designation is considered an asset.
- Valid Ontario Driver's License and access to a motor vehicle to travel within the jurisdiction.

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 February 6, 2026**. Please note there is no fee to apply to this position. You must apply under the actual job posting number **4005262** (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: 4005262**

*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 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.*