

## JOB OPPORTUNITY NOTICE

### **Associate Project Supervisor, Capital Projects** **PASS Grade 4 \$67,221 to \$75,658**

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:**

- 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
- Act as the Board representative throughout all stages of projects with all stakeholders
- Assist in processing of vendor purchase orders, change orders, invoicing, etc.
- Attend project meetings, documenting action items and key decisions
- Manage minor renovation projects from inception to occupancy, including creating and managing the scope, schedule and budget
- 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

# HWDSB

Human Resources  
Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, ON L8N 3L1

Deadline for submission is **4:00 p.m. on Monday, March 26, 2018**

Please apply to:       Melanie Kivell, Human Resources Officer  
Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, Ontario L8N 3L1  
email: [mycareerPASS@hwdsb.on.ca](mailto:mycareerPASS@hwdsb.on.ca)

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted. Accommodation for applicants is available in the recruitment process.

**curiosity • creativity • possibility**