Reporting to the Manager of Projects and Maintenance, the Facility Renewal Coordinator is responsible for the coordination of projects within the Board’s Facility Renewal Program and Good Places To Learn initiative. The successful applicant will be responsible for assessing facility needs, budgeting, directing the design and tendering and implementation of building construction and renewal.

Primary duties of this position will include, but are not limited to:

- Project planning, including construction design using AutoCAD, estimating project cost and development of budgets.
- Overseeing the project tendering process.
- Monitoring the work/installation of construction projects.
- Overseeing the close out of construction projects.
- Communication/liaison with industry professionals, contractors, and Board staff.
- Computer skills.

The preferred candidate will demonstrate strengths in the following areas:

- Superior leadership, interpersonal and communication skills, including problem solving and conflict resolution.
- Relationship building and promotion of a collaborative culture with all Board staff.
- Project planning.

Qualifications include:

- A University degree or three year Community College Diploma, preferably in a field which focuses on engineering, architectural or construction technology, or qualifications deemed equivalent by the Board.
- Familiarity with the Occupational Health and Safety Act and asbestos regulations.
- At least five years related experience working in construction, on site construction project management, experience with the different trades and working with regulations and codes.

Salary Range: $57,383 per annum ($59,104 effective September 1, 2011)

This is a full-time position (35 hours per week) and is expected to be of one (1) year duration replacing an employee on maternity leave, commencing on or about July 1, 2011.

Written applications accompanied by complete resumes outlining qualifications, experience and three professional references, will be received until 4:00 p.m., Friday, June 17, 2011, and are to be forwarded to:

Human Resources Department
District School Board of Niagara
191 Carlton Street
St. Catharines, Ontario
L2R 7P4

Applications may also be e-mailed to: careers@dsbn.edu.on.ca. Only candidates selected for an interview will be contacted. All others are thanked in advance for their interest.

W. R. Hoshizaki            K. C. Maves
Director of Education      Board Chair