



**Position Description**  
**School District #68 (Nanaimo - Ladysmith)**

**POSITION TITLE:** Manager of Capital Implementation  
**DEPARTMENT OR SECTION:** Facilities Department  
**REPORTS TO:** Executive Director of Planning and Operations or designate

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**OBJECTIVE:**

The Manager of Capital Implementation is responsible for the implementation of all assigned Nanaimo Ladysmith Public (NLPS) Schools in-house capital improvements, alterations and modifications to District buildings and sites. This role provides advice and expertise to leaders across the organization in their work as together you influence and build strong relationships with multiple stakeholders in a complex unionized organization.

**DUTIES:**

1. Identify potential capital projects for inhouse delivery
2. Develop detailed project feasibility allowing for review and support of delivery process
3. Work with Facilities Planning Managers (FPM) in project development
4. Act as Construction Manager (CM) to deliver approved inhouse projects
5. Manage all the activities of Capital Implementation (CI) Department
6. Manage NLPS Capital Staff engaged in the capital improvements to educational facilities and ensures that all approved work is completed effectively, efficiently and with minimal disruption to the day-to-day operation of the schools.
7. Manage contractors including procurement, award, contract management, approves contractor billings; change order requests for extras and credits within assigned approval authorities and manages the expenditure of capital allowance and local capital funds for all assigned projects.
8. Produce detailed budget reports and budget forecasts for all assigned projects
9. Together with the Maintenance Manager, coordinate staffing requirements, orients new employees, authorizes employee timesheets, absentee and vacation schedules, maintains annual training plans, responds to grievances at Step 1
10. Supervise District capital staff including assignment of work and development and evaluation of performance plans,
11. Maintain close working relationships with the Facilities Maintenance and Facilities Planning Departments
12. *Responsible to create and assemble project maintenance/warranty information, including updating the plans and record drawings - for hand over to Maintenance.*
13. Provide project specific construction input to preliminary plans and working drawings for assigned projects
14. Provide project specific input to preliminary plans and working drawings for major renovations and the construction of new educational facilities.
15. Integrate energy efficiency and greenhouse gas reduction goals into capital projects and initiates efforts supporting those same goals in existing properties.
16. Ensure that school physical environments comply with federal, provincial, municipal legislation and District policies by coordinating and inspecting ongoing project work.
17. Work with architects, consulting engineers, contractors, District staff and school Administrators to ensure "on time-on and on budget" completion of all District Capital In-house projects.
18. Prepare and monitor all WorkSafe BC procedures and District accident reporting forms and protocols related to assigned staff.
19. Perform other assigned duties as and when required.

**COMMUNICATION:**

1. Develop and maintain strong relations and good communication with contractors, consultants, members of the community, including senior management, Principals and Vice-Principals, Managers and Supervisors.
2. Represent the Facilities Department and the School District on various committees.

**QUALIFICATIONS:**

**Education and Experience**

1. Completion of a post-secondary diploma in a Technology field directly related to facilities, buildings, or civil technology; or combination of education and experience will be considered
2. Eligibility as an Engineering Technologist with Applied Science Technologist & Technician of BC (ASTTBC)
3. A minimum of 5 years of related experience, two of which must include the supervision and coordination of unionized employees

4. Direct experience working with stakeholders (District staff, parent groups, engineers, and vendors) in a management and/or leadership role.
5. A Project Management Certification (PMP) is desirable

**Other Requirements, Skills, Abilities, Competencies**

1. Demonstrated knowledge of facility related construction processes and procedures
2. Knowledge of project and time management practices to efficiently administer several projects and deal with competing priorities
3. Knowledge of relevant legislation (WHMIS, Human Rights Code)
4. Knowledge of energy conservation measures
5. Knowledge of computer information technology, and the ability to operate a personal computer and related software
6. Working knowledge of union collective agreements
7. Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality
8. Valid BC Class 5 Driver's License

**Working Conditions:**

1. Extended days and weekend work as necessary
2. Available for on-call emergencies