

THE ORGANIZATION: VANCOUVER SCHOOL BOARD (SCHOOL DISTRICT 39)

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish) Nation, and səliłwətaʔ (Tsleil-Waututh) Nation.

At the VSB, we are proud to provide exceptional learning experiences for students. As a large, urban school district, the VSB is one of Canada's most diverse school systems and equity and inclusivity are at the forefront of our approach to education.

Throughout the District, more than 7,700 staff work to create learning environments where every student thrives by prioritizing students' needs, applying evidence-informed practices, and building relationships. The VSB's culture reflects the diversity of our city. Students enrolled in VSB come from varied backgrounds and lived experiences and are encouraged to explore and share their unique selves and gifts. Our commitment to students goes beyond academics with students' overall well-being and sense of belonging being equally important. As an organization, we strive to build a school system where every student can be their authentic self and succeed throughout their learning journey. In doing this work, we champion equity and accountability by making evidence-based decisions. As a learning organization, humility is our guidepost as we work to continually improve student outcomes in service to them, their families, and the broader community. For more information about our school district, visit <https://www.vsb.bc.ca/>.



THE OPPORTUNITY: SENIOR MANAGER, MAJOR CAPITAL PROJECTS

The Senior Manager, Major Capital Projects, is a key leadership role reporting to the Director of the Vancouver Project Office (VPO). This role is responsible for capital projects that improve, expand and rebuild VSB facilities and range between \$10M to \$200M. This position plays a key role in managing the Project Office which includes managing Planning, Finance, Procurement, Administration, and Project Management staff to support major capital projects. The Senior Manager, Major Capital Projects will bring key skills to the role including planning, technical, contractual, financial, and procurement skills to support the new construction or seismic renovation of schools with constrained budgets. The Senior Manager must be extremely proactive with the ability to complete tasks with critical timelines. Considerable judgement will be required in managing the complexity of projects while ensuring that the day-to-day operations of the Vancouver Project Office are efficient and optimized.

The VPO oversees the delivery of seismic improvements, expansions, and the planning, design and construction of new schools. The current portfolio includes 6 active major projects with planning for future work within the District. This portfolio also includes project management services for other School Districts to deliver major projects including Prince Rupert.

This position sits within the VPO, which is one of three groups in the VSB Facilities team. This includes VPO, Facilities operations and maintenance, and Educational Planning. As a key member of this team you will be critical in realizing the vision of high quality educational spaces that meet the needs of students, while ensuring they are robust, resilient and sustainable for the decades ahead.

KEY RESPONSIBILITIES

Leadership for Vancouver Project Office staff:

- Supervises members of the VPO team, which includes Project Managers, Finance, Procurement and Administrative staff that are exempt and unionized
- Monitor and report on the department's performance, focusing on cost-effectiveness, operational efficiency, and client satisfaction
- Recruit, coach, comply with collective agreements and the District's personnel practices.
- Conduct performance evaluations and provide feedback to staff
- Develop and implement staff training programs.
- Foster a positive and collaborative work environment.

External Liaisons and Partners:

- Ministry of Education and Childcare and the Ministry of Infrastructure
- City of Vancouver
- Host Indigenous Nations *xʷməθkʷəy̓əm (Musqueam)*, *Skwxwú7mesh Úxwumixw (Squamish) Nation*, and *səlilwətaʔ (Tsleil-Waututh) Nation*
- Architects, consultants and school district administrators to ensure that the interests and needs of the school district are reflected in the final project.
- Maintain relationships with industry associations and public sector organizations, including utility services such as BC Hydro, Telus and Fortis, to assess trends and needs on projects.
- Maintain connections within the education sector, including the provincial government and other school districts. Travel to other school districts in the Province, for meetings/presentation, as required.

- Work with third parties to ensure compliance with negotiated contractual terms and conditions.

Financial and Contractual Leadership:

- Plans, administrates and completes feasibility studies and project definition reports
- Estimates and produces accurate and detailed project budgets for approval
- Manages contract documentation and administers contracts including correspondence, plans and specifications, approval documentation, contractual notices and invoices.
- Conducts internal process reviews to ensure quality control and conformance with identified standards
- Ensures satisfactory project completion within the authorized budget.
- Provides computerized financial recordkeeping of ongoing projects by reviewing and approving invoices, preparing and maintaining detailed project cost reports showing commitments, expenditures and available or received funding. Prepares design aid sheets for existing buildings and proposed projects.
- Manages contract and legal dispute processes as required. Provides dispute and claims resolution advice for senior management on legal claims issues. Resolves contractual issues up to designated level. Recommends and carries out contract termination in cases of unsatisfactory performance.

Project Management:

- Participate in project discussions to define, plan, and clarify next steps.
- Provide recommendations to the Director on decisions impacting school district operations.
- Define project requirements, identify key information, and implement plans
- Prepare funding submissions to the ministry, project cost estimates and project schedules
- Manages assigned projects ensuring compliance with Ministry standards, legislative requirements, and all School Board requirements.
- Provide oversight to Project Managers for complying with requirements of Project Agreements.
- Monitor trends in the construction industry, School Board and Provincial priorities, related to projects.
- Provide project status updates and adjust plans as necessary.

Reporting Relationships:

- Reports to Director, Vancouver Project Office

QUALIFICATIONS

Education and Experience:

- Graduate of Engineering, Architecture, Construction Management, Quantity Surveyor, or Master of Business Administration
- Professional designation
- Minimum of ten (10) years' experience with increasing responsibility and supervision experience

Desirable Skills:

- Excellent leadership and team management skills
- Strong communication and interpersonal skills
- Proficiency in strategic planning and project management
- Ability to work under pressure and manage multiple tasks
- Strong problem-solving skills and analytical thinking
- Strong understanding and experience in various procurement methods and relevant legislation.
- Thorough knowledge of building design and construction processes, contract law, CCDC documents, AIBC documents, public tendering practices, bonding and surety, bid depository rules and procedures
- Thorough knowledge of up-to-date building technology for architectural, mechanical, electrical and structural disciplines
- Thorough knowledge of materials and methods used in building construction, contracting practices, sub-trade management and C.P.M. project scheduling
- Experience of managing complex building projects through the full project cycle: feasibility, funding approval, design, permitting, procurement and contract administration to close out.
- Ability to proactively ensure that projects are completed on budget and on schedule
- Ability to provide technical information and advice in matters relating to projects
- Ability to develop, implement and maintain detailed Critical Path Schedules
- Ability to read, understand drawings and specifications
- Ability to recognize errors, deficiencies and poor work standards of designers and contractors
- Excellent financial forecasting, tracking and reporting skills
- Ability to build and maintain relationships with external organizations
- Ability to effectively use software applications, including spreadsheets, database and communication tools.

COMPENSATION

The salary range for the Senior Manager, Major Capital Projects is \$131,703 – \$154,945 plus a comprehensive benefits package, including, Municipal Pension Plan, Vancouver Employee Savings Plan, Extended Health, Dental, Group Life, Long Term Disability, Vacation, Gratuity, and potential Compensatory time.

TO APPLY

To be considered for this position, please apply via Make a Future at <https://buff.ly/42EQfhV> and include a cover letter and resume along with your application to this competition. The closing date for this competition is Wednesday, January 29th at 4:30pm.

1. Create a profile on [Make a Future](#)
2. Click "Apply Now" under **Management** positions
3. Upload all supporting documents. **Your application must include a cover letter, resume and your last 3 direct supervisors/managers as references.**
4. Answer the job posting questions
5. Once your application has been submitted you will receive a confirmation email.

Only shortlisted candidates will be notified for an interview.

The VSB has been given approval from the Human Rights Tribunal for a Special Program under s. 42(3) of the Human Rights Code. Under this special program, the VSB seeks to preferentially hire Aboriginal persons to a variety of teaching positions. Therefore, each applicant may wish to provide, on a voluntary basis, information whether they self-identify as an Aboriginal person.