



## **Hiring the Position of Coordinator – Capital Projects**

Position:	Coordinator – Capital Projects
Union/Association:	Administrative Services Group (ASG)
Posting #:	3966658
Date Posted:	July 29, 2025
Closing Date:	August 8, 2025
Employment Status:	Permanent, Full-Time
Work Hours Schedule:	35 hours per week
Location:	Facility Service Office, Bright's Grove AND Catholic Education Centre, Wallaceburg
Annual Salary Range:	\$90,434 - \$108,569
Start Date:	Immediate

### **If Interested**

Send resume quoting posting number in email through Apply To Education -  
<https://sccdsb.simplification.com/>

### **Summary**

The Coordinator – Capital Projects is responsible for coordinating the development of capital project specifications, tendering process, scheduling, monitoring, and changes of all capital projects throughout the Board. This role is also responsible for the monitoring, reporting, and controlling of capital and renewal budgets.

### **Reporting/Responsibilities**

Reporting to the Manager – Facility Services, the Coordinator – Capital Projects will:

- Develop specifications, scopes of work and quotation documents for renovation and construction projects.
- Assist, coordinate and manage consultants in the development of project specifications, drawings, reports, scopes of work, budgets, and schedules.
- Coordinate and manage tenders, addenda, CCDC contracts, and purchase orders.
- Coordinate building permits, site plan agreements and permits with local municipalities.
- Create and maintain project schedules and deliverables.
- Organize, attend, and take minutes of project related meetings.
- Enforce contractual responsibilities with consultants, contractors, vendors, and suppliers.

- Research and resolve drawing interpretation problems, conflicts, interferences, and errors.
- Maintain job diaries, site photos and proper claims documentation.
- Log, review and process all shop drawings, site instructions, and change notices.
- Manage change order process, including pricing, negotiating, processing, and assessing cost and schedule impact reviews and expedite progress payment certificates and final payment certificates.
- Coordinate all facets of project close-out, including archiving of documents, maintenance and warranty manuals, deficiencies, and warranty work.
- Maintain accurate and complete project files to assist with entering information into Ministry database.
- Control and monitor budget accounts and complete bi-annual Ministry project expenditure reporting.
- Monitor project planning, progress, and expenditures with respect to schedules and budgets incorporating project management principals.
- Provide regular reports on project and budget status.
- Provide information to senior management on school conditions, prioritization of renewal projects and cost estimates for annual renewal budgets.
- Develop, manage, and monitor capital budgets, including analysis of transactions, year-end projections and forecasts for facility renewal and capital projects.
- Contribute to the development and updating of 5-year Capital Renewal and Facility Preventative Maintenance plans.
- Assist in the maintenance of the capital asset management database including the completion of annual updates and reporting requirements.
- Develop and maintain excellent relationship with consultants, contractors, suppliers, and board staff.
- Participate in provincial networking opportunities and monitor provincial construction trends.

## Qualifications and Skills

- A degree or diploma in the related field of Architecture, Engineering or Project Management.
- Two to five years of construction project related experience, or equivalent role. Experience in an Educational setting is preferred.
- Possess or have ability to possess Professional Engineer (P.Eng.) designation or Member of the Associate of Architectural Technologists of Ontario (MAATO) designation is preferred.
- Possess or have ability to possess Certified Associate in Project Management (CAPM) designation or Project Management Professional (PMP) designation is preferred.
- Excellent written and verbal communication skills.
- Capable of reading and understanding construction drawings and documents.
- Experience in use of Microsoft Office.
- Experience in use of AutoCAD and PDF editing software is preferred.
- Ability to learn and operate Ministry and Board specific software applications.
- Ability to be flexible and work accurately in a fast-paced environment.
- Ability to work very effectively both in a team environment and independently.
- Must be the kind of individual that brings initiative, assertiveness, enthusiasm and high degree of professionalism to a very dynamic and changing environment.
- Demonstrated initiative and effective coordination, decision-making, problem-solving and conflict resolution skills are preferred.
- Strong supervisory, communication, organization, presentation, and interpersonal skills are preferred.
- Must possess a valid Ontario Driver's license (G-class) and access to vehicle for frequent travel to Board sites for internal and project meetings.

## Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>).

Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

## Thank You

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.

---

Director of Education  
Lisa Demers

Chair of the Board  
John Van Heck

420 Creek Street  
Wallaceburg, ON N8A 4C4  
Telephone: 519-627-6762  
Fax: 519-627-8230  
Website: [www.st-clair.net](http://www.st-clair.net)