Grand Erie District School Board represents more than 28,000 students in 58 elementary schools and 14 secondary schools within the City of Brantford and the counties of Brant, Haldimand and Norfolk, as well as students from Six Nations of the Grand River First Nation and Mississaugas of the Credit First Nation. With a dedicated staff of more than 2,900, Grand Erie is committed to learning, leading and inspiring.

Reporting to the Senior Manager of Facility Services, the Divisional Manager of Capital will be responsible for planning, managing, and leading the Capital Department to ensure projects align with budget, timelines, regulations, and educational needs. The Manager provides leadership in managing construction, renewal, and infrastructure projects from concept to completion, while fostering collaboration across departments and driving best practices in capital planning and delivery.

Responsibilities:

* Lead the planning and delivery of annual capital projects across the board’s facilities.
* Manage budgets exceeding $30 million annually, ensuring alignment with strategic priorities and Ministry of Education Requirements.
* Oversee project compliance with building codes, safety regulations, and environmental standards.
* Collaborate with internal and external stakeholders including architects, engineers, contractors, school administrators, and municipal authorities.
* Oversight and supervision of Board Capital Staff and external contractors.
* Manage the board’s facility systems including VFA, Ebase and asset planning tools including the developing and maintaining of multi-year capital plans, asset management data, and facility condition assessments.
* Provide leadership in emergency response, insurance claims, and long-term facility planning.
* Assist with preparation/awarding of tenders, requests for proposals (RFP) and requests for quotations (RFQ) documents.
* Monitor capital budgets and expenditures, providing accurate forecasts and variance reports including reviews of contractor invoicing and workmanship.
* Ensure Board building infrastructure and systems are successfully turned over to the Maintenance and Operations Departments.
* Preparation of reports and other duties as required or assigned.

Qualifications:

The successful candidate will have a 3-year Advanced College Diploma or degree in Engineering, or a related discipline, (or the equivalent), preferably in the public sector. Supervision experience will be an asset.

The successful candidate will possess a customer service perspective, proven leadership capabilities in collaborative decision-making and team building. Using highly developed communication and interpersonal skills, you will provide direction and support that builds trust, develops relationships and motivates staff to respond to the needs of staff and students. You have excellent problem solving and statistical analysis skills with the ability to deal with competing priorities, multiple demands and constant deadlines. You also have knowledge of relevant legislation, Codes and statutory requirements.

|  |  |
| --- | --- |
| Job Specifications | |
| **Hours of Work** | 7 hours per day/35 hours per week |
| **Rate of Pay** | Hiring Range $105,604 - $116,405  Salary Range $105,604 - $120,003  A competitive benefits plan is available through a provincial benefits trust plan (extended health, dental, life insurance, AD&D).  OMERS pension plan.  Opportunity for remote/hybrid work model for some positions.  Flexible summer schedule. |
| **Effective Date** | As soon as can be mutually arranged |
| **Posting Number** | NU 4-25-26 |
| **Supervisor Title** | Senior Manager of Facility Services |
| **Is this an existing vacancy?** | Yes |
| **Apply to** | Applicants may apply by clicking the apply button below by August 22, 2025 at 4:00 p.m. |

All submissions are to include a complete cover letter, resume, qualifications, and the names of three (3) professional references at least one of which must be a current supervisor (one document if submitted electronically). All new employees are required to provide an original Police Record Check (which includes a “vulnerable sector search”) acceptable to the Board prior to the commencement of employment.  
  
Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance. All submissions are subject to a screening process and some applicants may not be granted interview.  
  
**Grand Erie District School Board**recognizes **Six Nations of the Grand River**and **Mississaugas of the Credit First Nation**, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as wellas all **First Nations**, **Métis**and **Inuit Peoples**who reside within Grand Erie District School Board. We are all stewardsof these lands and waters where we now gather, learn and play, and commit to working together in the spirit of**Reconciliation.**