



Regina Public Schools

is seeking a

Manager of Facility Projects

WHO IS REGINA PUBLIC SCHOOLS?

Regina Public Schools is located on Treaty 4 land in the homeland of the Métis. It is one of the largest school divisions in Saskatchewan serving the educational needs of more than 27,000 students in 44 elementary schools, 8 high schools, 3 faith-based associate schools, Campus Regina Public and the Allan Blakeney Adult Campus.

Our dedicated team of employees include professional and support staff who work to instill the value of knowledge, the dignity of effort and the worth of the individuals by living our Shared Values inside and outside of our classrooms - in our workplace and in our communities. These Shared Values are: I belong, I am responsible, I respect, I want to know.

THE OPPORTUNITY AWAITS YOU

The Manager of Facility Projects leads the planning, assessment, prioritization and management of Preventive Maintenance and Renewal projects and minor capital projects across Regina Public Schools' schools and Division Office. This position works with program and school-based staff as well as contracted architects, engineers and other specialized services to design, cost, tender and manage building upgrades to meet the needs of students, families and staff. This position is also responsible for managing relocatable classroom requests and projects. This position is part of the Facilities management team that works together to support the educational mission of Regina Public Schools.

WHAT WILL YOU DO

- As a member of Regina Public Schools' management team, contributes to strategic and operational planning to achieve the School Division's objectives.
- Leads, monitors, and manages the Division's fixed asset building preventive maintenance, repair, and replacement program to support the safe and sustainable operation of Regina Public Schools buildings.
- Leads project planning and management for the assessment, maintenance, repair, renovation, and enhancement of the School Division's infrastructure.
- Effectively and diligently manages financial resources and department operations.

WHO WE ARE LOOKING FOR

Apply today if you meet the following requirements:

- Journeyperson status in a related trade or degree, or technologist diploma in Architectural Technologies, or Professional Engineer.

- Minimum five (5) years' construction project management experience in the coordination, contract administration, and successful delivery of construction and capital projects. A combination of experience and education may be considered where equivalent knowledge, skills, abilities, and competencies are demonstrated.
- Certification as a project management professional (PMP) or PRINCE2 is an asset.
- Advanced consulting, interpersonal and communications skills to provide leadership, advice, and recommendations as well as to build relationships with both internal and external stakeholders.
- Advanced working knowledge of building systems and processes to understand the impact on design and construction.
- Advanced project management and problem-solving skills to diagnose challenges and develop appropriate strategic solutions, facilitate effective risk management, and lead project development activities.
- Advanced working knowledge of facilities management, design and planning principles and best practices including structural, mechanical, and electrical systems and physical space allocation and support.
- Sound collaboration and conflict management resolution skills.
- Strong analytical, problem-solving, organizational, time-management, and planning skills with the ability to manage multiple and competing priorities and to consistently meet deadlines.
- Strong working knowledge of budgetary principles and construction contracts.
- Must be able to obtain and maintain a satisfactory Criminal Record Check for the duration of employment.

BENEFITS

Regina Public Schools offers competitive wages and attractive benefits, along with the opportunity to be part of a team that makes a difference in the lives of our students and our community. Regina Public Schools is committed to providing equitable employment opportunities. Successful candidates are selected based on merit and on our commitment to a representative workforce. This representation includes the equity groups recognized by the Saskatchewan Human Rights Commission: Indigenous Peoples, people with disabilities, people who are gender and/or sexually diverse, people of colour, people who are newcomers to Saskatchewan, and women in under-represented roles.

This competition will remain open until filled, however, applications submitted by February 2, 2025 will receive first consideration.

For more information and to apply, please follow the link below:

<https://rbe.tedk12.ca/hire/ViewJob.aspx?JobID=286>

Regina Public Schools wish to thank all applicants for their interest, however only those selected to advance to the next stage will be contacted.