

Leadership opportunity with an innovative and growing School District



Adjacent to Victoria on southern Vancouver Island, Sooke School District is the fastest growing school district on Vancouver Island and one of the fastest growing districts in British Columbia. The District serves five municipalities: Langford, Colwood, Metchosin, Sooke and the Highlands and is on the traditional territories of the Coast Salish: T'Sou-ke Nation and Scia'new Nation and Nuw-chah-nulth: Pacheedaht Nation. Some of our schools are located on the traditional territory of Esquimalt Nation and Songhees Nation. The District is a major employer in our region, with over 2,000 educators and support staff serving over 13,000 students. The Board of Education has developed a future-oriented Strategic Plan that focuses on three priority areas: learning, engagement and growth.

The District is currently seeking to fill the position of:

Manager, Capital Planning

The Manager, Capital Planning is a key leadership position which is responsible for the short- and long-range facilities planning and design, including maintaining community stakeholder relationships and engagement to ensure the School District is apprised of proposed changes and developments within our communities. The Manager, Capital Planning is responsible for implementing School District and Ministry of Education and Child Care design standards during capital project detailed design development, from business case inception to final building occupancy. We are looking for candidates that:

- Strive for Personal Excellence
- Practice a Growth Mindset
- Think Critically and Creatively
- Effectively Communicate and Collaborate
- Build Relationships
- Use Systems Thinking Approach
- Cultivate Community

If you possess the above qualities, please submit a cover letter and resume outlining your education and experience in the following areas:

- Master's degree in architecture, planning or a related field and three years' progressive experience in capital planning, facilities management, or architecture; or Undergraduate degree in architecture, planning or a related field and five years' progressive experience in capital planning, facilities management, or architecture
- Experience with sustainable building strategies and the preparation and analysis of life cycle costs for building or renovation design decisions
- Demonstrable knowledge in construction procurement methods including (DBB, DB, CM, and IPD)
- Proficiency in the development and implementation of design standards and specifications
- Strong knowledge of current best practices in building and site maintenance, municipal and fire codes, hazard management and preventative maintenance fundamentals
- Experience working in the K-12 education or public sector preferable
- Thorough understanding of planning / zoning regulations and processes within multiple municipalities and their impact on the school district
- Thorough understanding of each municipality's long-range growth plan and how it relates to the school district's future requirements

In addition to clearly demonstrating the above, you must also include the names of two references which must include your immediate supervisor as well as one other reference who can speak to your leadership skills. Other references may be contacted with your prior permission.

The salary range for this full-time Manager, Capital Planning has a minimum salary of \$92,635 per annum. Initial placement within the range is based on related education and experience. We also offer a competitive benefits package and pension.

School District No. 62 (Sooke) is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace that is free of discrimination and harassment. We believe in a learning and work environment that is welcoming and safe that values, reflects and appreciates differences.

Please apply online to Sooke 62 on Make a Future at <https://bit.ly/45GVyLq> by Tuesday, November 14, 2023, 12:00 noon.