



Manager, Major Capital Projects

Temporary/Full-time

(2-year term with a possible extension)

Reporting to the Director, Facilities, the Manager, Major Capital Projects is accountable for the construction delivery of capital projects. The role includes the full administration of construction contracts primarily, budget, schedule, and scope management. The Manager, Major Capital Projects collaborates closely with district staff, school administrators, municipal staff, and other external contractors.

As an ideal candidate, you:

- Strive for **Personal Excellence**
- Think **Critically** and **Creatively**
- Build **Relationships**
- Practice a **Growth Mindset**
- Effectively **Communicate** and **Collaborate**
- Model **Leadership Excellence**
- Use a **Systems Thinking** Approach
- Cultivate **Community**
- Encourage **Employee Growth**
- Provide a **Strategic Focus**

And have the required education and experience noted below:

- A university degree in Engineering or Architecture, and/or certificate as a Project Management Professional and/or Applied Science Technologist
- A minimum of five (5) years progressive management experience in project management and construction in projects of varying sizes and complexity is required, including:
 - Demonstrated experience with, and understanding of, construction, trades work, building systems operations and maintenance requirements
 - Demonstrated experience with and knowledge of project management principles and methodologies, including capital projects, contract management and negotiations, budget development, business case development, financial controls, and analysis
- Good working knowledge of BC Building Code, Accessibility Handbook, and WorkSafe BC Regulations
- Valid BC Driver's Licence

For a copy of the full job description, please email Dawn Israel, Human Resources Consultant at dpisrael@sd62.bc.ca.

The salary range for this full-time position is \$97,799 - \$122,249 per annum.
Initial placement within the range is based on related education and experience.
Sooke School District offers a competitive benefits package and pension plan.

Please submit a cover letter and a resume including references, on the [Make a Future](#) website.

If you require assistance, please see [How to Apply](#) for detailed instructions.

The deadline for submissions is **12:00 pm on Monday, June 22, 2026.**

We thank all those that apply; however, only candidates selected for further consideration will be contacted.