



Capital Projects Coordinator

The Nanaimo Ladysmith Public Schools is seeking a dedicated and skilled **Capital Projects Coordinator** to join our School District and Facilities Team! Reporting to the Director of Facilities or designate, the Capital Projects Coordinator is responsible for coordinating the planning, design, tendering, construction supervision, commissioning, and warranty of assigned capital construction projects, and for liaises with the Ministry and various regulatory agencies regarding assigned projects.

Join Our Team

Nanaimo Ladysmith Public Schools employs more than 2,200 professionals; all committed to the education of more than 15,000 students. All members of our staff are integral to our excellent education system and our positive workplaces, supporting our district goals of Student Success, Student and Employee Wellness, and Truth and Reconciliation.

Nanaimo is centrally located on the east coast of Vancouver Island. Boasting a beautiful climate surrounded by wilderness, with excellent year-round recreational and cultural amenities. As a hub city, we have ready access to all of Vancouver Island, the Gulf Islands, and Lower Mainland of British Columbia. Learn more about who we are, and what we offer, on our website at: www.sd68.bc.ca.

About the Role

Primary Duties and Responsibilities

1. Acts as the Organization's Representative for the purpose of inspecting and approving work to ensure contract compliance, and workmanship quality; monitoring the ongoing appropriateness of contract documents and issuing contemplated change orders, reviewing change orders for appropriateness of content, and cost/credit, etc.
2. Coordinates School Based Building Committees and attends District Building Committee meetings regarding the planning, design, and construction of assigned projects, advising committees regarding budget, scope of work, and Ministry and District policies and standards.
3. Liaises with architects, consultants, and district staff regarding the design and construction of assigned projects.
4. Monitors, maintains records of, and assures accuracy of all financial transactions regarding assigned projects.
5. Liaises with the Ministry and regulatory agencies, preparing and submitting required documents/reports regarding assigned projects.
6. Administers contracts and agreements arising out of assigned projects.
7. Prepares monthly reports for the Building Committee and the Business Committee regarding assigned projects.
8. Prepares and makes presentations to the Board of Trustees as required.
9. Liaises with maintenance staff and coordinates district work and/or Board managed projects related to assigned projects.
10. Reviews contract documents, making recommendations to the Director.
11. Assists the Director in the preparation of the Capital Plan.
12. Attends community, school, and district meetings as required.
13. May on occasion be required to perform other related duties as assigned.

Required Education and Experience

- High school graduation or equivalent.
- Technologist or Technician certification in a related field, with a minimum of five (5) years experience in construction, and a minimum of three (3) years experience in project management or the equivalent combination of education and experience.
- Excellent communication and interpersonal skills; combined with sound analytical and logical problem-solving abilities. Along with competent computer skills (familiar and fluent with using MS Word, spreadsheets, etc.)
- Valid BC driver's license.

Assignment

This position is Full-Time, Monday through Friday, 7:30 AM to 4:00 PM. Based out of the Districts Facilities Office, located at 395 Wakesiah Avenue, Nanaimo. Starting as soon as practicable.





Wage

This is a CUPE Local 606 position with an hourly rate of \$39.48 based on a 40-hour work week, with a competitive benefits and pension package.

How to Apply

To submit your application, please click on the [apply button](#) next to the job details.

Applications should include a detailed cover letter, resume, applicable degrees/diplomas, trades certificates, and/or designations, and will be accepted until **4:00 PM on Friday July 31, 2026**.

Please note, all successful applicants are subject to the terms of the Criminal Records Review Act.

While we thank all those who apply and express interest, only those being considered and/or shortlisted, will be contacted.

Please click [here](#) to view the applicable Job Description in its entirety.

