



Surrey Schools

Capital Project Manager

The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The *q'ícá'y* - Katzie, the *q'wa:níł'ən* - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.

Surrey Schools is the largest BC school district and the second-largest employer in Surrey. We're proud recipients of BC Top Employers and Canada's Greenest Employer awards. Surrey Schools provides quality education to over 82,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.

Our Commitment:

Providing quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families.

Diversity, Equity, and Inclusion & Values:

Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and belonging and recognizes the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds. We are committed to removing barriers and creating a workplace where everyone, regardless of their background, feels empowered to contribute their best.

Join us in our mission to provide the best start for children, preparing them to be the leaders of tomorrow. If you are passionate about education, diversity, and making a positive impact, we invite you to explore opportunities with Surrey Schools.

This is a temporary position with an end date of September 25, 2026

Job Summary

The Capital Project Office seeks an experienced and skilled Capital Project Manager to implement over half a billion dollars in capital construction projects over the next decade.

The Capital Project Manager is responsible for managing the planning, design, implementation and completion of major capital projects ranging in values from \$0.5M to over \$100M, including the technical, contractual, planning and financial activities required for capital project delivery. This role applies project management, design, and technical knowledge expertise to new school construction, additions and major renovation projects (seismic, building envelope and mechanical upgrades), in the context of long-term maintenance considerations and budget limitations.

The Capital Project Manager coordinates design input through steering committees, negotiates and manages fees and construction costs, directs activities of architects, consultants, and

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contractors on behalf of Surrey Schools. Financial control of individual projects is required, with recordkeeping support from the SD36 Finance Department. The Capital Project Manager works with a high degree of autonomy, exercising appropriate judgment and discretion to maintain the budgets and schedules for multiple projects.

Responsibilities

- Proactively liaises with architects, consultants, contractors, municipal authorities, district maintenance staff and school administrators to ensure final projects reflect the district's interest and needs.
- Ensures projects are delivered in compliance with the SD36 Design Guidelines.
- Engages in a consultative process with facility users, designers, and senior management during the planning phase of projects, through the establishment and management of a Steering Committee.
- Manages production of contract documentation and administers contracts including correspondence, plans and specifications, approval documentation, site instructions, notice of change, contemplated change orders, change orders, change directives, contractual notices and invoices.
- Supervises and/or directs SD36 staff, contractors and consultants as required.
- Participates in the preparation of funding submissions to the ministry, project cost estimates, and project schedules.
- Manages assigned projects from start to completion ensuring legislative and contract compliance for satisfactory project completion.
- Performs regular field reviews of construction progress to ensure general compliance with the contract documents and prepares progress reports as required. Ensures satisfactory contractor performance; directs the change order process.
- Ensures satisfactory project completion within the authorized budget.
- Participates in the preparation and review of computerized financial recordkeeping of ongoing projects: Reviewing and approving invoices, reviewing and managing detailed project cost reports showing commitments, expenditures and available or received funding. May direct preparation of design aid sheets for existing buildings and proposed projects as required.
- Manages contract and legal dispute processes as required. Provides dispute and claims resolution advice for senior management on legal claims issues. Resolves contractual issues up to designated level. Recommends and carries out contract termination in cases of unsatisfactory performance.

QUALIFICATIONS

Education & Experience

- Architect, Professional Engineer, Interior Designer certification or designation as an Applied Science Technologist (Building Construction) in an appropriate discipline and a minimum of five years of related project management experience.
- Demonstrated experience working in school design and construction is desirable.
- Canadian Construction Association Gold Seal Certificate in Project Management or a Project Management Professional designation from PMI is desirable.
- Valid BC Driver's License. (Business use of personal vehicle is required.)

Knowledge, Skills, Abilities

- Strong, clear, concise communication skills, both written and verbal.
- Demonstrated ability to work with others in a consultative and collaborative manner.
- Demonstrated ability to mitigate project risks through proactive engagement of stakeholders, consultants, AHJ, and peers as required.
- Advanced negotiation and problem-solving skills with the ability to seek creative solutions to difficult problems.
- Exceptional organizational, project management, and change management skills. Proven ability to manage multiple priorities while delivering high-quality results.
- Excellent interpersonal skills with the ability to build trust, facilitate decisions and resolve conflict.

What we're offering

- Comprehensive Benefits Package
 - Extended Medical, Vision and Dental
 - Life Insurance, Short-Term and Long-Term Disability
 - Employee Family Assistance Program
 - Municipal Pension
- 13 Paid Holidays, plus Sick & Vacation Time
- Supportive workplace with a positive and productive work environment. Feel a sense of security and safety to act, speak, and reflect who you are

The salary range for this position is \$101,086 to \$126,357 per year with comprehensive benefits package and Municipal Pension.

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons. The midpoint of the range represents an employee that possesses full job knowledge, qualifications, and experience for the position.

Qualified applicants can apply on Make a Future at <https://bit.ly/4ihP10j> by clicking the "apply" button to the right of the posting. The closing date for this position is March 21, 2025 at 4:00pm.

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Note: Successful applicants will be required to consent to a Criminal Records Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.

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