



Assistant Manager Capital Planning

Are you energized by building great learning environments and leading meaningful capital projects? Nanaimo Ladysmith Public Schools is investing in modern, safe, and inspiring facilities—and we're looking for an innovative and collaborative professional to help shape the future of our district. If you're a skilled project leader who thrives in a dynamic environment and wants your work to directly impact students, staff, and communities, we'd love to hear from you.

Nanaimo Ladysmith Public Schools is seeking a skilled and collaborative leader to join our Facilities team as **Assistant Manager of Capital Planning**.

Reporting to the Manager of Capital Planning, you will support the planning and delivery of the district's capital projects and programs. Your background in project/program management, design, procurement, and stakeholder engagement will help ensure high-quality learning environments across the district.

As the Assistant Manager of Capital Planning, you will:

- Lead assigned capital program(s) and projects effectively by defining scopes, balancing budgets, identifying schedule impacts, and communicating updates.
- Assist the Manager of Capital Planning in the annual capital submissions.
- Provide advice on project procurement and delivery strategies.
- Provide direction to architects, engineers, school-based building committees and other stakeholders regarding the design, tender and construction of new facilities, additions, renovations, and infrastructure.
- Provide leadership to facilities staff, liaise with district managers with respect to the work you and staff design to be performed by contractors and departmental unionized staff.
- Provide leadership to facilities staff and assist the MCP with the Human Resources department to ensure strong labour relations in a unionized environment, encourage staff development and promote a positive result-driven performance culture.
- Prepare and administer construction contracts and consulting agreements. Ensure adherence to terms and conditions, and regulatory requirements.
- Act on behalf of the MCP in their absence.
- Provide assistance to other departments as required.

Successful candidates will possess the following:

Technical Skills and Abilities:

- Strong understanding of project management, as well as internal controls and systems associated with effective infrastructure management.
- Knowledge of engineering disciplines involved in the K-12 sector or related facilities planning.
- High level of understanding of software applications including Microsoft Office (Excel, Word, PowerPoint, Outlook, Teams), experience with AUTOCAD, and planning-specific software (Procore).
- Ability to develop, assess and evaluate program and project budgets, scopes, schedules, specifications and design drawings, tender documents and tenders as well as supervise construction contracts.

Interpersonal, Analytical and Leadership Abilities:

- Strong interpersonal, communication and management skills in the project management discipline.
- Well-developed analytical and decision-making skills and the ability to think and work independently in a confident manner.
- Proven ability to thrive in fast paced environments while maintaining accuracy and meeting tight deadlines.

Additional Qualifications:

- Technologist certification and membership in the BC Association of Applied Science Technologists and Technicians or Minimum two years relevant post-secondary education, and/or combination of education and experience.
- Five years' experience in technical management or project/program management role.
- Two years' experience in management of a unionized setting is an asset.
- Working knowledge of WorkSafe BC regulations.
- Proven leadership skills and a team approach to managing with the ability to provide leadership in a changing work environment.
- Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.



Salary & Benefits

This excluded position offers a competitive salary of **\$94,225 – \$117,781 per annum**, supported by an **excellent benefit and pension plan**.

Work, Live & Play in Nanaimo!

Nanaimo Ladysmith Public Schools employs more than 2,250 professionals, all committed to the education of our nearly 16,000 students. Guided by our commitment to Justice, Equity, Diversity, and Inclusion (JEDI) principles and the Syeyutsus Reconciliation Framework for Truth and Reconciliation, our vision in Nanaimo Ladysmith Public Schools (NLPS) is to create an inclusive and equitable learning community where every individual thrives.

Nanaimo is centrally located on the east coast of Vancouver Island. We boast the best climate in Canada, are surrounded by some of the most beautiful wilderness in the world and enjoy excellent year-round recreational & cultural amenities. As a hub city, we have ready access to all of Vancouver Island, the Gulf Islands and the Lower Mainland.

How to Apply

Please apply online on Make a Future at <https://buff.ly/lzJ62y> by clicking the Apply button next to the job details.

Applications should include a cover letter, a detailed personal résumé, contact information for three recent supervisory professional references and any other relevant supporting documentation.

Please note: Nanaimo Ladysmith Public Schools thanks all applicants for their interest in working with us, however, only those shortlisted for an interview will be contacted.