



Senior Project Manager, Construction Delivery & Capital Projects
Exempt Level 7: \$128,505- \$ 154,197

Vision

The Toronto Catholic District School Board (TCDSB) is proud to be a significant part of the fabric of publicly funded Catholic education in the province of Ontario. We serve approximately 85,000 students in nearly 200 Catholic schools in the City of Toronto and represent close to 575,000 Catholic school supporters. At the TCDSB, we grow in knowledge, with justice and hope. The TCDSB is an inclusive Catholic learning community that nurtures faith development and academic excellence through the love of God, neighbor, and self.

We fully engage students in learning that supports their academic, spiritual, socio-emotional, and physical growth and development. At TCDSB, we have a long and distinguished history of providing excellence in Catholic education for the Toronto community. The Ontario Catholic School Graduate Expectations our Catholic values, and the Board's Pastoral Plans are foundational to our exemplary approach to teaching and learning in the 21st Century.

With a staff of 14,000, the TCDSB is a dynamic school board and is seeking full-time **Senior Manager, Construction Delivery & Capital Projects** within the **Capital Development** department.

All interested applicants are welcome to apply, we are an inclusive employer.

KEY ACCOUNTABILITIES:

Reporting to and under the direction of the Head of Capital Development, the Senior Manager, Construction Delivery & Capital Projects provides strategic leadership, direction, and oversight for the delivery of the Board's capital construction program. The position leads a team of Project Supervisors and project resources while maintaining direct accountability for the successful delivery of complex capital projects from tender through construction completion, occupancy, and closeout.

- Provides hands-on project leadership for assigned capital projects, ensuring projects are delivered in accordance with approved scope, schedule, budget, quality, safety, and operational requirements
- Provide leadership, direction, coaching, and performance management to assigned Project Supervisors, coordinators and staff
- Oversee and manage projects including design, tendering consultant management, approvals, construction administration and project readiness
- Provide ongoing feedback, and develop performance improvement plans where required
- Monitor productivity, and resource utilization to ensure efficient delivery of capital projects and programs
- Monitor and enforce adherence to contractual prompt payment requirements, ensuring staff accountability for timely processing
- Develop and implement Board's construction management standards, processes, reporting tools, and best practices
- Review and monitor projects scopes, cost estimates, budgets, schedules, risk register, and monthly financial reports
- Review construction contracts, consultant agreements, procurement processes, and contract administration requirements
- Provide recommendations regarding project priorities, funding strategies, scope adjustments, and risk mitigation
- Ensure projects align with Board priorities, Ministry of Education funding requirements, and long-term accommodation strategies
- Establish effective relationships with municipal partners, contractors, consultants, and community stakeholders
- Oversee construction commissioning activities, deficiency management, and project closeout requirements
- Prepare projects reports, presentations, dashboards, and briefing materials for senior leadership
- Perform other related duties as assigned or required

REQUIREMENTS:

- Degree in architecture, engineering, building science, construction management, project management, building technology or related discipline
- Minimum of seven (7) years of progressive experience in construction administration or management role with proven project management skills and experience in developing budgets and financial reports
- Registration with, or eligibility for registration with Ontario Association of Architects or the Association of Professional Engineers of Ontario
- Proficient with a range of current software programs including MS Project, Autodesk Revit, AutoCAD, Adobe and Bluebeam
- Public sector experience in education or health sector is an asset
- Strong knowledge of construction contracts, procurement processes, change management, payment certification, claims management, and project controls
- Proficient with Microsoft office Suite including MS Project, Adobe and other business programs
- Demonstrated ability to lead, motivate, coach, and develop staff while fostering a culture of accountability, collaboration, inclusion, and continuous improvement
- Ability to manage multiple high-priority projects in a complex environment with competing deadlines
- Proven ability to direct, organize, monitor, and supervise project staff involved in the planning and delivery of complex capital development projects, ensuring effective resource utilization, adherence to project schedules and budgets, achievement of performance expectations, and successful delivery of project outcomes
- Thorough knowledge of relevant government codes and regulations
- Exceptional written, verbal, presentation, and organizational skills, with the ability to communicate complex technical, financial, and project-related information clearly and effectively

NOTE: This position requires travelling to TCDSB sites on a regular basis. The incumbent must have a vehicle available to use and a valid Ontario driver's license. (Eligibility for mileage reimbursement). Requires wearing of appropriate and current safety equipment for TCDSB construction sites.



Who We Are

Our mission at TCDSB is to inspire learning in every way and support our students and employees. Employees who work in our corporate setting are passionate and have a strong belief in our mission and making TCDSB a leader in public education. We are:

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we especially welcome applications from individuals who would contribute to the further diversification of our staff, including but not limited to, those who are Indigenous, Black, 2SLGBTQ+, and racialized. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

The TCDSB is committed to providing barrier-free and accessible employment practices in compliance with Accessibility for Ontarians with Disabilities Act (AODA). Should you require code-protected accommodation through any stage of the recruitment process, please let us know when contacted. We will work with you to meet your needs. Disability-related accommodation during the application process is available upon request. Learn more about the TCDSB Fair Hiring Policies and Accommodation Process. <https://5il.co/1dkld>

All interested applicants are asked to apply online no later than **11:59 pm on Tuesday, August 25, 2026** via Apply to Education at [Senior Project Manager, Construction Delivery & Capital Projects](#).

We thank all prospective applicants for showing interest in this position; only those selected for an interview will be contacted.

Follow us on our [LinkedIn](#) page for the latest posts, jobs, and so much more.