



Saskatoon Public Schools is the largest school division in Saskatchewan, with close to 29,000 students and over 3,300 professional and support staff in 47 elementary schools, 10 secondary schools and one Whitecap Dakota partnership school.

Saskatoon Public Schools requires a: Manager of Project Services

Saskatoon Public Schools is seeking a collaborative and technically skilled individual to join our Facilities team as Manager of Project Services. This individual will lead a team of planners and technologists, overseeing the delivery of school infrastructure projects including renovations, additions, relocatable classroom installations and building renewal initiatives. The Manager will also assist in the development and delivery of both minor and major capital projects in alignment with divisional and ministry goals.

This is a full-time permanent position with duties to commence in October 2025.

The successful candidate will:

- Lead the planning, budgeting, coordination and execution of facility projects.
- Provide oversight through all project phases, including consultant coordination, design review, tendering, construction and close-out.
- Supervise and prioritize the work of the Project Services team.
- Support long-term facilities planning and budgeting alongside the Superintendent of Facilities and CFO.
- Liaise with consultants, contractors, internal teams and external regulatory bodies to ensure quality, compliance and timeliness.
- Monitor project budgets, resolve variances and take corrective action when required.
- Collaborate with the Managers of Maintenance and Operations and contribute to divisional design standards and planning.
- Stay current on building codes, construction trends and educational facility best practices.
- Participate in the Facilities on-call rotation.

The successful candidate will have:

- A degree or diploma in a relevant field.
- A professional designation in Engineering, Architecture, Project Management and/or Facilities Management (preferred).
- A minimum of five years of experience in project management, consulting, or a similar role involving infrastructure projects.
- Demonstrated leadership experience including team supervision or project oversight.
- Strong knowledge of construction methods, design coordination, tendering, contracts and consultant management.
- Excellent communication and collaboration skills, with the ability to engage effectively with educators, technical staff and contractors.

We offer a salary range of \$102,406 - \$120,482 plus a full range of benefits, including extended health care, dental, group life insurance, vacation and other paid days of leave.

Applications should be submitted electronically in confidence to:

**Executive Assistant to the Superintendent of Human Resources and Chief Financial Officer
Saskatoon Public Schools:**

Email: Shockeym@spsd.sk.ca

Website: www.saskatoonpublicschools.ca



The closing date for applications is Monday, August 18, 2025.

As we strive to develop a representative workforce, applications are encouraged from persons of Indigenous ancestry

Saskatoon Public Schools wishes to thank all applicants for their interest. However, only those candidates selected for an interview will be contacted