



Toronto  
District  
School  
Board

Competition No. SCH II-22-0241NTE  
POSTED: September 21, 2022  
DEADLINE: 12:00 noon: October 14, 2022

## **Architectural Coordinator**

1 – Term Position

**Facility Services**

**Schedule II, Level 8**

**(Non-Union – 12 Month)**

**\$92,892 - \$ 111,471**

*It is anticipated that the term assignment will end on August 31, 2024.*

**The Toronto District School Board adheres to equitable hiring, employment and promotion practices.**

*Reporting to a designated Manager in Capital Services, the Architectural Coordinator will have overall responsibility for the design, coordination and production of technical documentation for construction, for Capital and other building projects that involve working with outside consultants.*

*The Architectural Coordinator will:*

- *Liaise with external consultants, various regulatory authorities (e.g. Building Department) etc.;*
- *Ensure that the Board's best interests are being met on all architectural matters; and*
- *Ensure that properly designed facilities are provided to suit educational needs within*

### **Summary of Duties:**

- Responsible for the design, coordination and production of technical information for Capital projects and other building projects working with outside consultants;
- Prepare sketch plans for discussion with the client;
- Coordinate designs with other major disciplines (e.g. Mechanical, Electrical, Structural);
- Meet with clients to review the program and address their needs;
- Meet with administrators and staff in schools to provide professional advice to planning committees;
- Head up design committee consisting of trustees, academic staff and outside consultants to develop design solutions;
- Coordinate the designs of outside consultants, manage all aspects of projects during design and meet on a regular basis to ensure the design development is on budget and on time;
- Review change notice requests and approve change order amounts;
- Review in-house production documentation to ensure that design intent has been maintained;
- Correspond or meet with authorities having jurisdiction regarding the Building Code and other requirements;
- Meet with construction supervisors to review and resolve design problems;
- Attend meetings as required;
- Supervise Assistant Design Coordinator in conjunction with other Coordinators;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other duties as assigned.

### **Qualifications:**

- University degree in Architecture with six years' progressively responsible experience in design development, or an equivalent combination of education and experience;
- Membership in Ontario Association of Architects;
- Certified to seal drawings or ability to become certified to seal drawings upon commencement of employment;
- Proven ability to monitor and coordinate the work of outside consultants and to interact with contractors;
- Proven ability to coordinate work of other disciplines (e.g. Mechanical, Electrical, Structural);
- Proven ability to design organized spaces to meet program needs;
- Understanding of building components and construction;
- Proficient in the Ontario Building Code;
- Proven experience ensuring design solutions meet approved budgets and established deadlines;
- Proficient computer skills including spreadsheets, databases, word processing, presentation packages and email;
- Proven ability to communicate effectively with staff, stakeholders, outside contractors, suppliers, etc.;
- Strong presentation skills;
- Strong time management, organizational and problem solving skills;
- Proven ability in promoting equitable practices which value inclusiveness and diversity; and
- Strong leadership and team building skills.

### **Special Requirements:**

- Provision of own vehicle for Board business.
- Requires travel to TDSB sites on a regular basis.
- Requires wearing safety equipment (e.g. safety shoes, hard hats) when visiting construction sites.

**Location:** 15 Oakburn Crescent

**Hours:** 35 hours per week

**Work Year:** 12 months

### **Please note:**

Applications **must** be submitted:

1. In résumé form with a covering letter to: [application.submission@tdsb.on.ca](mailto:application.submission@tdsb.on.ca)
2. With competition # **SCH II-22-0241NTE** in the subject line
3. Apply no later than 12:00 noon on **October 14, 2022**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.***