WINNIPEG SCHOOL DIVISION

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Winnipeg School Division (WSD) nurtures a welcoming and inclusive culture of people committed to working together to inspire students to reach goals and achieve academic success. WSD is the largest school division in the Province of Manitoba with over 33,000 students and 5,000 employees. To ensure WSD's continued success as a leader in education and innovation, we're committed to finding and developing the right people to join our team.

The Building Department at WSD is responsible for coordinating the physical environment with the people and the work of the Division. Under the general direction of the Chief Superintendent, the Building Department delivers infrastructure needs of the Division in consultation with senior administration, school administrators and community advisory groups.

ARCHITECTURAL DESIGNER

BUILDING DEPARTMENT

Term to September 17, 2027

Under the supervision of the Engineering Manager, the Architectural Designer is responsible for preparing designs and estimates for architectural projects; preparing project specifications, drawings and tenders; conducting field inspections and related construction contract administration on assigned projects; and responding to general concerns regarding architectural issues; and other responsibilities as required.

Preparing Designs and Estimates for Architectural Projects

- Prepare scope of work, preliminary designs, project construction documents (drawings and specifications), and cost estimates for renovation and maintenance projects.
- Liaise with Division Administrators, Estimators, product suppliers, consultants and local building approval authorities, as required, to fulfill design duties.
- Coordinate preparation of structural, mechanical and electrical documents with architectural components into comprehensive construction document packages.
- Review drawings and specifications prepared by contract consultants to ensure conformance to Division standards.
- Research codes and standards related to building construction to work independently with minimum direction to develop creative designs and solve technical problems.
- Prepare minor renovation/maintenance tender packages.

Architectural Inspections and Project Administration

- Review tenders with Contract Administrator and prepare recommendations regarding successful bidders.
- Visit worksites to evaluate progress and ensure conformance with construction documents and Division standards.
- Attend construction progress meetings with contractors, consultants and administrative school staff.
- Review information related to projects, including shop drawings and associated submittals.
- Assist with contract administration on assigned projects.
- Provide on-site clarification for contractors and Division trades staff as required.

- Review contractor payment requests.
- Monitor construction funding and expenses to ensure project costs stay within budget.
- Assist with project close out, maintenance and warranty.

Qualifications:

- The successful applicant must possess an Architectural, Building Technologist or other related discipline Certificate or Diploma from a recognized college or institute.
- Minimum of five (5) years prior experience in architectural technology, specification writing and construction contract administration is required.
- Excellent communication skills, be able to work as part of a team and can prioritize tasks and work independently.
- Ability to work a flexible schedule as required and to respond to urgent situations. Be on call evenings (4:30pm to 8:00am) and weekends approximately nine weeks for the term.
- Excellent oral and written communication skills and the ability to interact efficiently with individuals from other departments, schools and outside organizations.
- Good organizational skills with the ability to work in an environment with multiple interruptions.
- Ability to prioritize and meet tight deadlines.
- Proficiency in AutoCAD, Microsoft Word, Excel and MS Projects is essential.
- Valid class 5 driver's license and legally registered vehicle.
- Dedication to anti-racism, equity, and diversity.
- Proven commitment to Truth and Reconciliation.
- Proven ability to build collaborated cultures founded on integrity and collective purpose.

Salary: $88,973.49 - $106,982.66 per year

How to Apply:

Interested individuals may apply online at www.winnipegsd.ca under the Careers tab on or before:

4:00 p.m., Wednesday, June 10, 2026

Employment is subject to a clear Child Abuse Registry check and Police Information Check

Winnipeg School Division has an Employment Equity policy which strives for the removal of barriers to the hiring, advancement, full inclusion, and fair representation of women, Indigenous peoples, 2SLGBTQQIA+ community, persons living with a disability and racialized people at all levels within the organization. In support of achieving a diversified workforce, preference will be given to qualified candidates self-identifying as belonging to one of the Employment Equity groups.

Winnipeg School Division will provide reasonable accommodations to applicants disabled by barriers during the interview and assessment process, upon request.