Manager of Facility Services & Capital Asset Management

This position is being posted due to a Vacancy
35 Hours/Week
Effective: Immediately
Yearly Salary: $146,505- $160,000

About the Limestone District School Board

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

About the Role

Are you an experienced facilities leader who is passionate about building and maintaining safe, sustainable, and inspiring learning environments? Do you have the strategic vision and technical expertise to lead facility operations, capital infrastructure investments, and long-term asset management?

The Limestone District School Board is seeking an accomplished and forward-thinking Manager of Facility Services and Capital Asset Management to provide leadership and strategic direction for the management, maintenance, renewal, and development of the Board's facilities and infrastructure.

This is an exciting opportunity to make a meaningful contribution to public education by ensuring our schools and facilities are safe, functional, sustainable, and positioned to meet the evolving needs of students, staff, and communities.

The Opportunity

Reporting to the Executive Superintendent of Corporate Services, the Manager will provide strategic leadership and operational oversight for the Board's facility services and capital asset management functions.

As a key member of the management team, you will lead initiatives that support effective facility operations, long-term infrastructure planning, capital renewal, and responsible stewardship of public resources.

You will work collaboratively with senior administration, school leaders, internal departments, union partners, consultants, contractors, and government partners to ensure the Board's physical assets are effectively managed and aligned with organizational priorities.

What You Will Lead

As Manager of Facility Services and Capital Asset Management, you will provide leadership and oversight across a broad portfolio of responsibilities, including:

- Facilities and Asset Management: Lead long-term facilities planning, asset management strategies, building condition assessments, lifecycle planning, and infrastructure renewal priorities to ensure the effective stewardship of Board facilities.
- Facilities Operations and Maintenance: Oversee building operations, preventative maintenance, repairs, and facility services to ensure safe, healthy, efficient, and well-maintained learning and working environments.
- Capital Planning and Project Delivery: Lead the planning, procurement, and delivery of capital construction, renovation, and renewal projects, ensuring effective management of budgets, schedules, consultants, contractors, and project outcomes.
- Financial and Resource Management: Develop and manage operating and capital budgets, oversee financial forecasting and expenditures, and ensure responsible allocation and stewardship of public resources.
- Compliance, Sustainability and Risk Management: Ensure facilities meet applicable legislative, regulatory, health and safety, accessibility, and Ministry requirements while advancing energy efficiency, environmental sustainability, and infrastructure risk management.
- Leadership and Collaboration: Lead and develop assigned staff in a unionized environment, foster a culture of accountability and continuous improvement, and build effective partnerships with school administrators, employees, union partners, senior administration, consultants, contractors, and external stakeholders.

What You Bring

The successful candidate will bring a combination of technical expertise, strategic thinking, financial acumen, and demonstrated leadership, including:

- A university degree or college diploma in Facilities Management, Engineering, Architecture, Construction Management, Building Science, Business Administration, or a related discipline.
- Significant progressive experience in facilities management, building operations, capital planning, construction, or asset management.
- Demonstrated experience leading complex capital projects, including budgeting, procurement, contract administration, and project delivery.

- Experience developing and implementing preventative maintenance programs and long-term asset management strategies.
- Strong knowledge of building systems, infrastructure renewal, construction practices, and applicable regulatory requirements.
- Demonstrated experience managing operating and capital budgets and overseeing financial resources.
- Proven leadership experience, including the ability to lead teams in a unionized environment, build relationships with a variety of interest holders, and manage competing priorities.
- Excellent communication, analytical, organizational, and problem-solving skills.
- Proficiency with facilities management, project management, and asset management systems.
- Proven experience and commitment to innovation, continuous improvement, and opportunities to modernize facility operations.
- Commitment to supporting safe, inclusive, and welcoming learning environments.
- Effective asset management.

How to Apply

Interested applicants are asked to submit an application package that outlines how your qualifications, skills, experience and key accomplishments relate to the position. Packages must be submitted by 3:00 pm on Monday, December 7, 2026 to ApplyToEducation and include:

- A cover letter addressed to Susan McWilliams, Superintendent of Human Resources that clearly outlines how your knowledge, skills and experience will foster a seamless transition and support the Board in continuous improvement efforts.
- Resume
- Proof of education (Copy of your certifications as per the qualifications listed in this posting uploaded to the Supporting Documents page within your ApplyToEducation account)

Commitment to Diversity and Inclusion

Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your cover letter, to self-identify as someone who has lived experiences and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective employees in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit limestone.on.ca.

Accommodation

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

What to Expect

Thank you for your interest in working and leading in Limestone. Only those applicants who have been selected for an interview will be contacted and invited to participate in the interview process.