



With 50 schools, over 22,000 students and more than 3,000 employees, the Simcoe Muskoka Catholic District School Board (SMCDSB) is an education community bound together by our beliefs. Our facilities are located in some of the most beautiful natural settings in the province. Our Board encompasses a large and dynamic mixture of urban centers, small towns and rural areas throughout Central Ontario. From Tottenham and Bradford West Gwillimbury to Parry Sound and Huntsville, from Collingwood and Midland to Barrie and Orillia, we are focused on enhancing the educational and spiritual development of our students. We offer excellent programs, resources and supports so that students are provided with every opportunity to reach their future goals and aspirations.

Architectural Technician

Open To:	Open Competition
Job Location:	97 Ferndale Drive North, Barrie, Ontario
Position Type / Hours:	Monday to Friday, 8:30 a.m. to 4:30 p.m., 35 hours weekly, plus overtime as required
Rate of Pay:	\$50,328 - \$63,109

The Architectural Technician is responsible for providing support for Capital Projects related to minor new construction and school renewal / condition improvement projects and departmental document management enabling the achievement of Simcoe Muskoka Catholic District School Board's vision and mission. Duties of the role include, but are not limited to updating and maintaining both paper and electronic drawings, as-built manuals and resource materials for Board facilities, development of AutoCAD drawings for archival information and construction project scope of work and continuous updating of works completed. The Architectural Technician will provide input to the Manager of Capital Projects regarding the development of internal procedures to ensure the on-going maintenance and availability of electronic drawings for school facilities to a wide range of users, and assist in the development of a number of standards such as: naming conventions, template and layering conventions, file organization and accessibility related to electronic drawings.

Required Skills and Qualifications:

- ❖ Architectural Technician or equivalent and eligibility for membership in Association of Architectural Technologists of Ontario or equivalent.
- ❖ Proven experience in dealing constructively with internal and external stakeholders and various business partners which enable effective service delivery
- ❖ Demonstrated capability to deliver on multiple tasks to deadline
- ❖ Excellence in client/customer service experience is a must
- ❖ Exceptional organizational skills with a proven ability to perform multi-tasks to deadlines and under pressure
- ❖ AutoCAD Certification and expert knowledge in Revit are considered assets
- ❖ Excellent technical and computer skills with strong Microsoft Office (Excel, Word) skills
- ❖ Familiarity with eBase, Microsoft Project, Microsoft PowerPoint, Adobe Acrobat Pro, Adobe Photoshop, and Google Docs software is an asset
- ❖ Strong attention to detail.
- ❖ Proven ability to work effectively as a member of a team, with the ability to provide cross-functional support.
- ❖ Strong time management, organizational, administrative, clerical, and communication skills are mandatory for this position.
- ❖ As travel within the Board's jurisdiction is a requirement of this position, candidates must possess a valid Driver's License and have access to a vehicle.

Interested candidates must forward, in confidence, a cover letter, resume and supporting documentation to hr@smcdsb.on.ca by Wednesday, May 26, 2021, 2020 at 4:00pm. Please quote job posting number 326/20-21 in the subject line.

Accessibility accommodations are available for all parts of the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at edrobot@smcdsb.on.ca or (705) 722-3555 ext. 233.
Only those candidates selected for an interview will be contacted.

As a condition of employment, new employees to SMCDSB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.

THE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

Frances Bagley
Director of Education

Joe Zerdin
Chair, Board of Trustees



Our Mission

Our inclusive Catholic learning community is dedicated to excellence. We give witness to the teachings of Jesus Christ, as we journey in faith and learning, to develop the God-given abilities of each person.

Our Vision

Nurturing faith, illuminating minds, inspiring hearts, and empowering hands ~ we are working together to transform our world.

