

## **DIRECTOR OF OPERATIONS**

School District No. 52 (Prince Rupert) is seeking a Director of Operations. The Director of Operations is responsible for overseeing the daily operations of the school district, ensuring that all facilities, transportation, and support services run efficiently and effectively. This role requires a strategic leader with excellent organizational skills, a strong understanding of school district operations, and the ability to manage multiple projects simultaneously. The Director of Operations is directly responsible for the overall supervision of district operations management, including capital construction in the district, organization and direction of district facilities staff, district occupational health & safety and student transportation.

The Director of Operations is also expected to participate as a professional member of the district's senior management team participating in the overall direction and goal setting for the district, to ensure and enhance a high-quality learning environment. Salary ranges between \$127, 512- \$141, 680 based on qualifications and experience.

This position will report to the Secretary Treasurer. Some of the suggested (by no means exhaustive) areas of the position include:

### **Specific Responsibilities**

#### **1. Capital Planning**

- Identifies district-wide capital needs and develops short- and long-term plans to address the requirement for renovation and upgrading of existing facilities.
- Ensures all plans and specifications prepared by architects and engineers reflect District requirements.
- Manages and is responsible for issuing, monitoring and completion of all tenders and contracts, contract documentation, including correspondence, plans and specifications, approval documents, notice of change, change orders and invoices.

#### **2. Facilities Management**

- Develops policies and procedures, consistent with District objectives, for the efficient management and supervision of the District maintenance function, including development of a comprehensive program of preventative maintenance.
- Ensures that the physical environment in schools is satisfactory for teaching and learning requirements.
- Maintains building security systems including responses to after-hours emergencies.
- Directs, coordinates, supports and evaluates operations department maintenance and custodial staff, and ensures that staff is appropriately trained and motivated.
- Manages the work order system, responding to school needs in a timely way.
- Plans and monitors maintenance work during school breaks.

#### **3. Transportation**

- Ensures that procurement and the maintenance and repair of all school district vehicles are conducted effectively and that operating costs records for all vehicles are maintained.
- Licensing and insurance for all school district vehicles.

#### 4. Occupational Health & Safety

- Liaises with the Workers Compensation Board to ensure compliance with the WCB Act, and all WorkSafe WCB regulations
- Works in collaboration with the Occupational Health and Safety teams to provide an overall direction and goal setting of occupational health and safety initiatives for the district that align with WorkSafe policies.
- Oversees the development of accessibility plans.

#### 5. Internal Relationships

- Ensures that the Secretary Treasurer and the senior management team have current knowledge of issues and trends related to the Director of Operation's areas of responsibility.
- Develops positive working relationships between and among other members of the district's senior management team and employee groups.
- Attends and participates in Board and committee meetings, as required.

#### 6. Financial Management

- Assists with the preparation and administration of the district operating budget
- Ensures that the assigned financial resources are used efficiently and are within the objectives, policies, plans, and budgets established by the Board

#### 7. Other

- Ensures current records of building and equipment plans and specifications are maintained.
- Performs other duties, as assigned, to ensure the efficient and effective function of the Operations Department.

#### 8. Reporting Relationships

Reports to:	Secretary Treasurer
Directly Supervises:	Maintenance and custodial foremen, operations manager
Key Relationships:	Board of Education, principals, vice-principals, district personnel, WorkSafe BC, independent consultants and contractors

The successful candidate should expect to assume their duties on April, 1, 2025. **The application deadline is 4:00 pm., Friday March 28, 2025**

**APPLY TO [HR@SD52.bc.ca](mailto:HR@SD52.bc.ca)**