

Manager of Operations

THE SCHOOL DISTRICT

School District No. 52 (Prince Rupert) is located within traditional Ts'msyen Territory on the beautiful north coast of B.C. and services the small communities of Hartley Bay and Port Edward in addition to the City of Prince Rupert.

Currently we have one secondary school, one middle school, five elementary schools, one store-front site and one "on reserve" school (Hartley Bay, K-12). Our student population is approximately 1,800 students, 64% of which are Indigenous. We are excited to work with a professional who values and is committed to public education and who will provide leadership in alignment with the district's strategic plan.



THE POSITION

We are seeking a dynamic and experienced **Manager of Operations** to join our leadership team. This full-time position plays a key role in overseeing the District's maintenance, transportation, and custodial operations. Reporting directly to the Director of Operations, the successful candidate will bring strategic insight, operational expertise, and a collaborative spirit to help drive continuous improvement across departments.

CORE RESPONSIBILITIES

- Developing and maintains procedure relating to all aspects of the operation of School District facilities, including preventative maintenance and health and safety.
- Capital planning and facilities management including renovations, capital projects, and real estate services
- Foster positive and cooperative relationships with staff. Leadership and supervision of staff including recruitment, training, evaluation, professional development and performance management.
- Participate in the Operations Department Management Team
- Implement and monitor custodial standards, systems, and training programs.
- Respond to emergencies and adjust plans to meet changing operational needs.
- Maintain professional relationships with staff, contractors, and the public.
- Assist with hiring processes and ensure adequate staffing levels.

Qualifications

- Degree in facilities management or other related operations management designation from a recognized educational institution.
- Minimum 3-5 years of supervisory experience in a unionized environment.
- Demonstrated project management experience.
- Proven leadership and team management skills.
- Effective communication and interpersonal skills.
- Proficiency in office productivity software and basic accounting skills.
- Familiarity with local by-laws, safety regulations, and government standards.
- WHMIS knowledge and experience with industrial cleaning supplies/equipment is an asset.
- Valid BC Class 5 Driver's License.

Salary Range - \$101,578 – 112,864

HOW TO APPLY

Cover Letter

Please submit a cover letter describing your particular interest in the position, current role and key responsibilities

Resume

A complete and current resume must be provided, clearly describing:

- all relevant education;
- all job and leadership experiences related to the role; and
- provincial and/or community involvement/committees.

Supporting Documentation

Candidates selected for interview should be prepared to submit professional reference contacts, please include emails and two phone numbers (office or home or cell) for each reference.

Applications will only be accepted in electronic form and must be received by **4:00 pm on October 10, 2025**. We appreciate all applicants, however, only those candidates selected for interviews will be contacted.

Please submit all documentation in a single PDF and completed applications are to be captioned as Operations Manager, and emailed to:

We encourage Indigenous applicants to self-identify. In alignment with our commitment to equity and reconciliation, qualified candidates who identify as First Nations, Métis, or Inuit will be given priority in the hiring process. We value the unique perspectives and lived experiences that Indigenous peoples bring to our team and our work.

Attention: Kevin MacIlroy
School District No. 52 (Prince Rupert)
Email: hr@sd52.bc.ca