

Director of Operations

School District No. 27 (Cariboo-Chilcotin) is seeking applications for the excluded permanent position of Director of Operations. Reporting to the Secretary Treasurer or designate, the successful applicant is a key member of the District Leadership Team. The successful applicant will provide leadership and operational oversight for district properties, facilities planning, maintenance and repair, grounds maintenance and management of energy conservation programs.

Located in the Central Interior of British Columbia Canada, our school district supports two central communities / commercial areas, 100 Mile House and Williams Lake, and includes the communities of Dog Creek, Horsefly, Likely, Alexis Creek, Tatla Lake, Anahim Lake, and Nemiah Valley. The school district is in a vast, spectacular, geographic region of the province and is on the traditional and unceded territories of the Secwepemc, Tsilhqot'in, and Dakelh First Nations. The school district serves approximately 4,700 students in 22 schools and operates under an annual budget of approximately \$65 million dollars.

Key Responsibilities:

- Identify District-wide capital needs and develop short-and-long term capital plans to address requirements of facilities and develop budgets to support.
- Ensure the Districts Leadership team has current knowledge of issues and trends under scope of authority.
- Provide leadership to the operations departments to ensure optimum quality and efficient use of resources.
- Ensure all plans and specifications prepared by architects, consultants and engineers reflect District requirements.
- Manage and administer contract documentation under scope of authority.
- Develop policies and procedures, consistent with District policy, for the efficient management and supervision of the operations departments.
- Oversee the overall operating of the Transportation, Grounds, Facilities and Custodial departments.
- Oversees all District property, ensuring all building permits and inspections are conducted and reviewed as required.
- Liaise with external partners including the Ministry of Education, City and Municipal authorities, Consultants, and School Administration.
- Ensure direct compliance on WorkSafe BC regulations, building codes and legislation.
- Work closely with Human Resources to complete investigations as required.
- Ensure the District's Health and Safety program is current and in compliance with applicable laws and legislation.

- Any and all other related duties assigned by the Secretary Treasurer or designate.

Knowledge and Abilities:

- Successful completion of a Diploma in Building Engineer Technology, Construction Management, MBA/MSc and/or Inter-Provincial Trade Qualification
- Certified Safety Professional (CSP) designation or working towards one is desirable.
- Five years supervision and maintenance experience in an institutional/industry setting is preferred.
- Proven ability to supervise, coach, provide corrective action and evaluate the work of staff.
- Proven ability to work in a team setting, recognizing individual strengths and skills and utilizing such skills to benefit the department and District.
- Proven ability to communicate effectively, verbally and in writing.
- Proven ability to establish and maintain effective work relationships and demonstrate skill and aptitude in dispute resolution.
- Proven ability to plan, organize and implement preventative policies, programs and guidelines.
- Demonstrated ability to work under time constraints with multiple priorities.
- Ability to seek and innovative solutions for problems and exercise judgement and action in performance of all duties.
- Ability to work independently using initiative and to make decisions guided by legislation, collective agreements, standards of practice, and District policies and procedures.
- Demonstrated computer skills in Microsoft Office suite, including Outlook, Word and Excel.
- Thorough knowledge of WorkSafe BC and BC Building Code regulations.
- Ability to work collaboratively and to establish and maintain positive work relationships with executives, administrators, employees and union representatives.
- Valid BC Driver's License.

We offer a competitive salary including a comprehensive benefits package. To explore this career opportunity, please submit an application, complete with resume, documentation supporting credentials and three professional references by 1:00 pm Friday, September 8, 2023. Interested candidates may submit their application through www.makeafuture.ca or directly to:

Taryn Aumond, Director of Human Resources
School District No. 27 (Cariboo-Chilcotin)
Email: taryn.aumond@sd27.bc.ca

School District No. 27 appreciates the interest of all applicants, however, only those selected for an interview will be contacted. Successful applicants will be subject to a criminal record check.