

Assistant Manager of Operations



Cariboo-Chilcotin School District encompasses forests, lakes, plains, and mountains across a large geographic area on the traditional and unceded territories of the Secwepemc, Tsilhqot'in, and Dakelh First Nations. Rich indigenous culture, thriving small towns and rural communities, with boundless opportunities for fishing, hiking, and hunting provide a broad range of cultural and outdoor experiences. There is something for everyone in the Cariboo-Chilcotin, which is why so many people will come for a visit and stay for a lifetime!

Our district is home to approximately 4600 students across 22 schools. Our two main centers are Williams Lake and 100 Mile House, but we extend out to Dog Creek, Likely, Big Lake, Horsefly, Nemiah Valley, Alexis Creek, Tatla Lake and Anahim Lake.

The Position

Reporting to the Director of Operations, the Assistant Manager of Operations is responsible for the day-to-day operations of all School District facilities. The incumbent will be responsible for overseeing preventative maintenance programs, replacement improvements, improving work processes for efficiency and improving communication with schools. The Assistant Manager of Operations assists in the development and implementation to align the Board of Education's mission and goals with departmental operational goals.

Key responsibilities include:

- Manage the District's facilities maintenance and preventative programs.
- Organize, direct and supervise the Facilities department.
- Prepare and implement minor and major capital planning and construction projects in collaboration with Director.
- Manage operating budgets.
- Oversees all District property, ensuring that 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.
- Develops and delivers or coordinates training as required.
- Develops and implements operational policies, procedures and guidelines.
- Evaluates staff under their jurisdiction on a regular basis.
- Works closely with management team members and shares responsibility for several HR administrative processes including recruitment, orientation, health and safety, and labour relations.

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Required Knowledge, Abilities and Skills

- Trade qualification in an appropriate field or relevant diploma related to facility or project management from an accredited institution, or relevant trades qualification supported with a combination of training and experience.
- Minimum of two years experience in facilities or project management role with two years in a leadership role.
- Extensive working experience in Mechanical/HVAC/Plumbing field with a strong technical background.
- Demonstrated knowledge of Building, Fire, WorkSafe, Municipal, and related codes, standards, regulations and requirements.
- Strong, clear, concise communication skills, analytical skill and writing capabilities.
- Proven ability to problem solve quickly.
- Demonstrated initiative and ability to effectively prioritize projects.
- Excellent interpersonal and dispute resolution skills.
- Knowledge of principles of facility management, building management, asset management and life safety.
- Ability to work in a unionized public sector environment.
- Proficient in related computer applications; Microsoft office and web-based systems.
- Able to work independently using initiative and to make decisions guided by legislation, collective agreements, standards of practice, and District policies and procedures.
- Ability to develop a positive rapport with personnel at all levels within the organization and externally.

The salary range for this position is \$87,000 to \$102,000 per year with a comprehensive benefits package and Municipal Pension. Placement on the salary range is dependent on qualifications and experience.

To explore this career opportunity, please submit an application, complete with resume, documentation supporting credentials and three professional references by 1:00 pm Thursday, November 21, 2024. 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.