



School District 8 Kootenay Lake

Imagine a pristine part of the world, filled with unparalleled beauty. Lush with outdoor and indoor opportunities, a thriving cultural presence and opportunities for young and old, the Kootenays attract people from all over the world who want to make this their home. Now imagine being part of a visionary, creative team with a focus on providing the best opportunities we can possibly create on behalf of our students. Can you see yourself thriving in this kind of environment? If so we invite you to consider joining us in our quest to be a leader in public education.

School District No. 8 (Kootenay Lake) located in the Kootenays, serves a diverse number of communities including Crawford Bay, Creston, Kaslo, Meadow Creek, Nelson, Salmo, Slocan, South Slocan, Winlaw, and the surrounding rural areas. The District covers a large geographic area with two time zones. It has a student population of 5000 students in 23 schools. Further information regarding School District No. 8 (Kootenay Lake) can be obtained from the website at www.sd8.bc.ca.

Reporting to the Director of Operations or designate, the Manager of Operations is responsible for the District's obligations primarily related to custodial but also including transportation, maintenance, and grounds. As a member of the District leadership team, the major responsibilities of the position include providing expertise towards meeting the Operations department objectives; overseeing the custodial and facility advice to the Directors, Senior Managers and Principals; responding and satisfying the requirements and directions from the District required of the position. Flexible start times may be required on occasion to accommodate managing custodians who work a variety of shifts.

Responsibilities

- Provides leadership to Operations personnel and is responsible for staffing, work procedures, training, and appropriate budget sections related to Custodial
- Participates as a member of the Operations Department Management team;
- Provides assistance to the Director of Operations with development of Capital Plan Submissions;
- Participate in the District Labor/Management Committee, wherever required;
- Drive the improvement of processes and systems in the district through the implementation of custodial standards, programs and systems that will have ongoing long-term benefits to the district;
- Develop plans, schedules, and budgets for Custodial under the direction of the Director of Operations;
- Develops, Delivers and Maintains a custodial training program to achieve district goals related to custodial performance.
- Monitor existing processes and systems to ensure they continue to perform at optimal levels of efficiency;
- Manage, direct and control the work of custodial staff involved in service delivery throughout the District;
- Provide clear day-to-day guidance and coaching feedback to the custodial teams to facilitate employee growth, professional development, and adherence to standards;
- Promote safe work practices and training to ensure that Operations staff follow Worksafe BC regulations in the use of equipment, tools and supplies at all times;
- Respond to changing business needs including emergency situations and unforeseen events. Plan according to deadlines, adjust as required;

- Promote professional relationships with proactive communication to staff, public suppliers, contractors and consultants;
- Ensure staffing levels are met for daily operation and adjust work schedules as needed;
- Assist with the interviewing and the selection process when hiring regular, casual and seasonal workers;
- Prepare Capital and Operational project budgets and ensure competitive pricing with contractors and suppliers.

Qualifications

- A Diploma or Degree related to construction or Operational/Facility Management or related field;
- Minimum 5 Years supervisory experience in a unionized environment;
- Experience managing or supervising in a unionized environment with the ability to lead, facilitate and gain consensus with various stakeholders and teams
- Proven leadership skills and a team approach to managing
- Thorough knowledge of and experience in custodial services;
- Demonstrated management experience in custodial services;
- Demonstrated ability to communicate effectively and positively with district staff, stakeholders, clients, contractors and members of the public;
- Demonstrated computer literacy using Microsoft office or other programs related to the position responsibilities;
- Working knowledge of local by-laws, safety regulations and other relevant local, provincial and federal government regulations;
- Comprehensive knowledge of industrial cleaning supplies, tools and protective equipment required to complete work safely (e.g. WHMIS) is an asset
- Ability to work independently and as part of a team;
- Demonstrated experience in establishing and maintaining effective working relationships with employees at all levels of the organization as well as external contacts and clients.
- Valid BC Class 5 Drivers License

Competencies

- Strategic Perspective
- Agility
- Responsibility
- Relational Leadership
- Equity

**The successful applicant will have a Criminal Record Check (submitted by the employer)
Please apply via Make a Future at <https://bit.ly/3TEYmmb>.**

For more information, please contact Chris Kerr, Director of Operations at chris.kerr@sd8.bc.ca

School District 8 supports equity hiring for Indigenous applicants.

*If you are experiencing any technical issues with your application process to contact Make A Future's customer service line as HR cannot upload or assist with these types of issues. We also cannot accept documents via email such as cover letters/resumes/transcripts/teaching reports via email as they do need to be part of the employee's Make a Future profile.