



School District 69 (Qualicum)

DISTRICT ADMINISTRATION POSITION

ASSISTANT MANAGER OF OPERATIONS

The Board of Education of School District 69 (Qualicum) invites applications for the position of Assistant Manager of Operations. The start date for this exempt position will be as soon as possible after the closing date.

THE DISTRICT

School District 69 (Qualicum) is located on the east coast of central Vancouver Island, encompassing the charming beachfront cities of Qualicum Beach, Parksville, and the surrounding areas. The district serves the educational needs of approximately 4,500 students in 8 elementary and 3 secondary schools and a distributed learning centre, and administers a budget of \$57,000,000.

THE POSITION

Under the direction of the General Manager of Operations, plan, develop and implement strategies related to operational management in order to meet agreed organizational performance plans within agreed budgets and timescales. Provide supervision for the operation and maintenance of all Board facilities and equipment. Implement energy saving measures to reduce the Board's total energy cost, conduct training programs and develop System Operating Manuals to improve understanding of system operation and maintenance. Under the direction of the General Manger of Operations, provide supervision for all the Board's Custodial and Grounds' staff in the various Board facilities. In the absence of the General Manager of Operations, the Assistant Manager of Operations is also responsible for the following operational areas: Maintenance, and Transportation.

THE CANDIDATE

- Proven record of management experience in the Maintenance/Custodial area in the public sector, preferably in a school district. (It would be considered an asset to also have experience in Transportation, preferably in a school district);
- Experience and familiarity working with Health and Safety and WorkSafe BC guidelines;
- A Certified Education Facility Manager Certification or equivalent certification related to Operational Management;
- Understanding of new technologies and software and hardware appropriate to school districts;
- Exceptional interpersonal, communication and problem solving skills;
- The ability to plan and provide direction on all operational matters;
- A commitment to meaningful consultation and collaboration within a unionized environment;
- Integrity and a strong work ethic.

TO APPLY:

Individuals interested in applying for the above-noted position are invited to direct their inquiries to the Human Resources department through Make a Future or jobpostings@sd69.bc.ca. Your application must be received by noon, Friday, February 22, 2019 and include the following documents:

- Cover Letter
- Resume
- Academic Transcripts and/or supporting documents
- Three Professional References and their contact information
- A signed authorization for School District 69 (Qualicum) personnel to contact your references and additional references to those provided with authorization for the references to release information to the district.

For further information contact the Director of Human Resources at bpaul@sd69.bc.ca. We thank all applicants for their interest, however, only those selected for interviews will be contacted.