



DIRECTOR, OPERATIONS

Effective November 01, 2022

THE COMMUNITY AND SCHOOL DISTRICT

Campbell River is a scenic, oceanfront community framed by extensive waterfront, west coast forests and snow-capped mountains providing an abundance of recreational opportunities on our doorstep as well as a first class ski resort a short drive away. As the largest employer in the Campbell River area, the school district is known for its commitment to professional development and sense of 'family' amongst colleagues.

THE POSITION

School District 72 (Campbell River) is actively recruiting for the full-time excluded position of Director (or Manager), Operations. This position will report to the Secretary-Treasurer, and is responsible for the successful management of all aspects of the Operations Division, including the maintenance, custodial, and transportation departments; providing supervision and leadership, as well as managing budgetary responsibilities.

The District has an annual operating budget of over 67 million and responsibility for a facilities budget of over 1.2 million. This position offers a rewarding and motivating work environment, as effective operations management supports the achievement of personal excellence for all members of the District's learning community. SD72's learning community includes 13 elementary schools, including two in remote locations; two middle schools; two secondary schools; and, an alternate education facility.

RESPONSIBILITIES WILL INCLUDE THE FOLLOWING:

- Develop and manage the district's capital plan including liaison with municipal, regional, and provincial governments regarding effective procedures for school/site additions and new construction as well as property acquisition and disposal;
- Manage contractors and supervise district employees regarding school/site renovations, additions, and new construction;
- Liaise with ministries and agencies, school administrators, and parent and employee groups to ensure effective management of facility development, maintenance, and related operations;
- Provide leadership and supervision to the maintenance, custodial, and transportation departments;
- Oversee the effective operation of the transportation department;
- Ensure compliance with Bill 44 requirements, regarding carbon neutral and greenhouse gas reductions;
- Work collaboratively with district staff in the areas of risk management and health & safety;
- Oversee environmental issues and energy conservation initiatives;
- Plan and implement preventative maintenance for all district facilities and equipment;
- Act as an advisor to the Senior Management Team and the Board of Education regarding facility planning, development, maintenance, and operations; and,
- Any other duties assigned by the Secretary-Treasurer.

THE SUCCESSFUL APPLICANT WILL HAVE:

- Post-secondary education in engineering, planning, or a related discipline;
- Minimum five (5) years of experience in facilities management with a strong emphasis in project management and budget planning;
- Knowledge in RFP protocols and procedures;
- Excellent negotiation and consulting skills;
- Experience in working successfully with contractors and employees in a unionized environment;
- Proficiency in working with MS Office applications;
- The ability to be a systems thinker, a safety advocate, and an outstanding problem solver;
- The ability to be a strong team player, with a collaborative approach and strong conflict resolution skills;
- The ability to self-motivate, with sound judgement and demonstrated leadership skills;
- Highly developed interpersonal skills with the ability to communicate effectively at all levels; and,
- Public sector experience (preferred).

As a senior position within the School District, the position will have an appropriate salary and benefit package.

Qualified candidates are invited to apply through Make a Future at <https://bit.ly/3qv0xwz>.

In the event of challenges with the Make a Future website, candidates may contact Make a Future directly for assistance at **1-877-900-5627**; or, **1-866-806-6851**. Candidates may contact the Human Resources Department at SD72 at 250-830-2311; or, visit our office at 425 Pinecrest Road in Campbell River for assistance.

Alternatively, you may email your application package to hradmin@sd72.bc.ca

Applications will be accepted until the posting is filled.

Applications will be reviewed as they are received, starting at

3 p.m. (PST) Friday, September 23, 2022

Please address cover letter to: **Andrea Dawe, Director, Human Resources**

All candidates are thanked for their applications; however, please note that only shortlisted candidates will be contacted by the Human Resources Department.