



## Manager of Planning, Operations and Transportation SD10 (Arrow Lakes)

School District #10 in the beautiful West Kootenay region of southeastern BC is situated on the traditional, ancestral and unceded territory of the Sinixt Peoples. We are seeking a highly competent and dynamic business leader to take on the important and challenging role of **Manager of Planning, Operations and Transportation for our District**. Reporting to the Superintendent, this challenging, full-time, exempt position will play a key role as part of a small and dynamic District team. **The salary range for this position is: \$91,663 - \$114,579.**

As Manager of Planning, Operations and Transportation, you are responsible for the overall coordination and supervision of School District operations management, including maintenance, custodial, grounds, transportation, facilities and security functions. In this role, you will strive to ensure that the direction and planning of these areas of responsibility are integrated with the broader District vision and that decision-making aligns with the District's core purpose, Board policies, and District protocols while ensuring compliance with legal frameworks and regulatory requirements.

You will demonstrate caring leadership skills and be well-experienced in HR management as you work alongside our very competent educational and district leadership team and our amazing team of educators and support staff. You will bring experience and skills in realizing energy savings and reducing the district's overall operations costs and Greenhouse Gas Emissions. Effective communication with staff, parents, community and partner groups is another area where your skills will shine. You have excellent time management skills and use data and long-term planning to help inform your decision-making. You're adept in using technology to communicate and have developed effective collaborative networks to enhance your practice. You're a team player and will be a vital part of our vibrant District team.

### Qualifications:

- Post-secondary degree in operations or facilities management, project management or other related discipline, or an equivalent combination of education and experience
- Minimum of five years of progressive management experience, with evidence of overall operational and people management excellence, and innovation in a unionized facilities environment
- Demonstrated knowledge of building, fire, WorkSafeBC, municipal and related codes, standards, regulations, and requirements
- Experience in facilities and transportation project management, including preparation of budgets, project specifications, estimates, scheduling, quality assurance, resource allocation, and cost control
- Thorough knowledge of and experience in transportation services, including transportation codes, standards, regulations, and legislative requirements
- Experience with construction, goods, and services bid tendering (e.g., Invitation to Tender, Request for Proposals, etc.)
- Demonstrated ability to communicate effectively and positively with school district staff, stakeholders, clients, independent trades and contractors

Please submit your resume and cover letter, together with three professional references by email, no later than noon on Wednesday, July 10, 2024, to:

Attention: District HR Manager  
Email: [hr@sd10.bc.ca](mailto:hr@sd10.bc.ca)  
Mail: PO Box, Nakusp, BC, V0G 1R0

Only those selected for an interview will be contacted.