
qathet School District is committed to equity and diversity, and a staff team that reflects the community we serve. We encourage applications from members of groups with historical and/or current barriers to equity, including Indigenous peoples; members of groups that commonly face discrimination due to race, ancestry, colour or religion; persons with physical and/or mental disabilities; and/or persons of marginalized sexual orientations and gender identities.

Director of Operations

The Board of Education of School District 47 (qathet) invites applications for the above noted position.

qathet School District serves the educational needs of approximately 3000 students through elementary and secondary (Gr. 8-12) schools and other educational programs and employs approximately 400 staff.

Located on the Sunshine Coast, combining the natural beauty, amazing outdoor recreation opportunities associated with the Powell River lifestyle, and an exciting and fulfilling work environment, it is ideal for those pursuing a healthy balance both professionally and personally.

Position

As part of School District 47's Management Team, and reporting to the Secretary Treasurer, the District requires a talented management professional with the ability to oversee its Maintenance, Custodial, and Transportation Departments. With an appropriate trade and building technology background, you have strong knowledge of facilities and building standards, and have what is necessary to successfully oversee the assessment and maintenance of all District physical plants, buildings, and grounds. You are an analytical person who develops solutions to meet ever-present demands on a limited budget and implementing strategies to motivate and enhance the work of your operations and maintenance team.

Specific Responsibilities

Operations

- Organize, direct, and supervise the Maintenance, Transportation, and Custodial Departments.
- Monitor and oversee District facilities, including maintenance, security, and community use of schools.
- Ensure District compliance with WorkSafeBC regulations, applicable building codes, and related legislation.
- Work in collaboration with District Health and Safety personnel to support healthy and safe working and learning environments.
- Liaise with external partners, including the Ministry of Education and Child Care, municipal and city authorities, consultants, and school administration.

- Work closely with Human Resources to ensure adherence to District policies, procedures, and collective agreements.
- Manage operating budgets related to facilities and departmental operations.
- Perform other related duties as assigned by the Secretary-Treasurer.

Transportation

- Oversee the safe and efficient operation of all student transportation services, including bus routing and scheduling.
- Ensure compliance with all applicable provincial and federal transportation legislation and standards, including the BC Motor Vehicle Act, National Safety Code, and Transport Canada regulations.
- Supervise and support bus drivers and transportation staff, including recruitment, training, evaluation, and performance management.
- Manage fleet operations, including acquisition planning, lifecycle management, inspections, repairs, and preventative maintenance programs for all District vehicles and equipment.
- Oversee incident and accident reporting procedures, investigations, and implementation of corrective actions.
- Collaborate with school administrators to address student transportation needs, service adjustments, and special requirements.
- Develop and monitor transportation budgets to ensure effective and responsible use of District resources.
- Oversee preventative maintenance programs for all District vehicles and transportation equipment.

Capital Project Delivery

- Prepare, implement, and monitor the District's Capital Plans in alignment with Ministry requirements.
- Manage capital funds and budgets to ensure projects are delivered within approved financial parameters.
- Administer contract documentation, including correspondence, plans and specifications, approval documentation, contractual notices, and invoices.
- Issue tenders and seek quotations for materials, supplies, and capital projects in accordance with procurement policies and budgetary limits.
- Coordinate consultants, contractors, and project stakeholders to ensure timely and compliant project delivery.

Desired Qualifications

- A related degree, diploma, certification, or combination of experience and training.
- A minimum of five years' experience in facilities or project management, preferably within the public education system.
- Demonstrated ability to organize the work of a department; plan, schedule, direct, and evaluate the work of employees; direct and guide external consultants and contractors.

- Thorough knowledge of construction and maintenance trades, Provincial Building Code and City/Municipal codes and bylaws.
- Extensive knowledge of the principles of facility management.
- Extensive experience with budget planning, controls, and contract tendering.
- Demonstrated ability to work within a Collective Agreement in a unionized public sector environment.
- Thorough knowledge of WorkSafe BC Legislation and Regulations.
- Working knowledge of the BC Motor Vehicle Act.
- Integrity and strong work ethic.
- Strong analytical skills and report writing capabilities.
- Demonstrated ability in the use of computer software and technology.
- Well-developed conflict resolution skills.
- A valid BC driver's license

Starting Date

April 6, 2026, or another mutually agreed upon date.

Salary

This is an exempt position offering a salary in the range of \$117,736 to \$130,817, in addition to a competitive benefits package.

Application Details

Interested qualified applicants should submit a cover letter and resume which must include three professional supervisory references familiar with your professional performance. Please also include any supporting documents and transcripts.

Documents to be included with your application:

- Cover Letter
- Resume
- Academic Transcripts
- Practicum Reports/Evaluations
- Three Professional References-email and phone numbers

Deadline for applications is **Friday, March 6, 2026, at 2:00 pm.**

Interested applicants are asked to apply via email to hr@sd47.bc.ca or online via Make a Future at <https://buff.ly/xhn0bYI>.

For further information regarding this position, please contact Steve Hopkins at (604) 414-2604 or steve.hopkins@sd47.bc.ca.

We appreciate all interest in this position, however, only those selected for a further interview will be contacted by the District.