



EXEMPT STAFF VACANCY

Posting Date: June 11, 2026

MANAGER OF OPERATIONS AND TRANSPORTATION

LOCATION: Jim Sinclair Maintenance Centre, 1230 7th Avenue, Hope, BC

Summary

Under the direction and supervision of the Director of Facilities and Transportation, the Manager of Operations and Transportation is responsible for the operation of the school district's transportation and custodial departments.

Specific Responsibilities

Manager of Operations

- Ensures the safety, cleanliness, sanitation, and security of schools and facilities.
- Supervises all aspects of custodial work performed by district custodial staff.
- Plans, schedules, and directs the work of staff. Ensures efficiency and productivity.
- Manage the Community Use of Facilities and Rentals for the School District.
- Resolves work-related issues. Liaises with staff and external consultants.
- Assists with the hiring process. Trains new staff on department policies and procedures.
- Provides performance feedback and assists in the evaluation of assigned staff.
- Holds regular staff meetings with staff.
- Assists with budget preparation and monitors expenditures.
- Assists with policy development and implementation related to custodial services.
- Prepares relevant safe work procedures and ensures compliance.
- Ensures regular safety checks and maintenance of equipment.
- Coordinates refuse and recyclable collections and monitors the recycling program.
- Ensures buildings are maintained in clean and sanitary condition. Investigates and resolves identified concerns.
- Attends meetings and meets with District staff to discuss school operation's needs, new procedures, safety, and other custodial-related issues as required.
- Responds to emergencies for cleanup and organizing repairs to District facilities.
- Maintains the inventory of equipment, materials and supplies.
- Manages orders, receipts and payment of sourced items.
- Inspects work to ensure performance standards and safe working conditions are maintained.
- In collaboration with the Maintenance Department, manage access to buildings (keys, access codes, bookings, etc.)
- Responds to staff and school administrators' requests and tend to emergent situations.
- In emergent situations, the Manager will assume the role of a custodian.

- Instructs staff on best cleaning supplies and practices.
- Reports unsafe conditions. Assists with accident and injury investigations and reporting and implements safety recommendations.

Manager of Transportation

- Manage the transportation department and its staff members.
- Assists with the hiring process. Trains new staff on department policies and procedures.
- Holds regular staff meetings with staff.
- Provides performance feedback and assists in the evaluation of assigned staff.
- Assists with budget preparation and monitors expenditures.
- Assists with policy development and implementation related to transportation services.
- Responds to staff and school administrators' requests and tend to emergent situations.
- Maintains a cost-effective schedule of bus routes under Board and Ministry policies.
- Liaises with regulatory bodies.
- Oversees periodic testing of bus drivers to ensure the safety of operation.
- Oversees the evaluation of shop staff performance regularly.
- Provides supervision of all transportation staff.
- Provides staff training programs to ensure competency levels are current.
- Participates in local and regional Traffic Advisory Committees,
- Reports traffic violations,
- Establishes and maintains a safe and effective transportation system.
- Communicate with the general public and school district staff regarding transportation.
- Makes both verbal and written presentations as required.

Required Qualifications and Skills

- Grade 12
- Completion of employer-approved certification courses related to management skills such as leadership, organization, team building and conflict resolution
- Additional courses may include supervising for safety with WorkSafeBC, WHIMS, Building Service Worker Certificate
- A minimum of 2 years previous experience in a management role, preferably in Custodial and/or Transportation
- B.C. Class 5 Driver's License
- Strong communication and problem-solving skills as the position requires extensively working with all School District partner groups and employees
- Consent to a criminal record check

Salary Range

\$85,610-\$107,012

Further information may be obtained by contacting the Assistant Superintendent, Ms. Renge Bailie, reng.bailie@sd78.bc.ca

Please provide a cover letter, resume, list of three references and any supporting documentation to Renge Bailie at reng.bailie@sd78.bc.ca by **Thursday June 25, 2026 2:00 p.m.**