

MANAGER OF OPERATIONS

Background

Guided by the District's vision, mission, and values, the Manager of Operations will assist the Secretary Treasurer in fulfilling the general and specific aspects of the role description for the Secretary Treasurer as defined in the School Act and Board policy.

Procedures

The Manager of Operations is directly responsible and accountable to the Secretary Treasurer.

Manager of Operations of Facilities, Transportation, Custodial Services and Capital Projects will have specific responsibilities for:

1. Student Wellness
 - 1.1 Provides support to ensure that the physical environment for students is safe and conducive to student learning.
 - 1.2 Provides support to ensure the safe transport of students to and from school and on field trips, on transportation provided by the District.
 - 1.3 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe riding environment.
2. Fiscal Responsibility
 - 2.1 Develops Operations budget within the parameters and constraints of the District budget.
 - 2.2 Ensures the proper fiscal management of budget allocations.
 - 2.3 Ensures proper tendering processes are in place for purchases of materials and supplies for Operations.
 - 2.4 Prepares tender purchase recommendations for the Secretary Treasurer.
 - 2.5 Approves all operational expenditures from the Operations budget.
 - 2.6 Ensures proper record-keeping systems are in place in all areas of responsibility.
 - 2.7 Operates in a fiscally prudent and responsible manner.
3. Transportation Services and Facility Services Leadership
 - 3.1 Provides leadership on all matters related to Transportation Services and Facility Services directions.
 - 3.2 Supports the professional development and certification requirements of Transportation Services and Facilities Services staff.

- 3.3 Ensures transportation support services and facilities services are provided for all District sites.
 - 3.4 Develops proposed the District Capital Plan and the Long Range Facility Plan Plans.
 - 3.5 Ensures the management and maintenance of District-owned vehicles.
 - 3.6 Ensures that transportation services, custodial services, and ongoing maintenance of facilities take place in a cost-effective and timely manner.
 - 3.7 Ensures effective management of shop operations.
 - 3.8 Develops and maintains positive and effective relations with Ministry Officials.
 - 3.9 Liaises with principals and department supervisors on cleaning contracts and contract evaluations.
 - 3.10 Liaises with principals on transportation, facilities and safety issues as they relate to educational program delivery.
 - 3.11 Liaises with department managers on operational matters.
 - 3.12 Liaises with parents' advisory councils, joint use and special interest groups on operational matters.
 - 3.13 Liaises with architects, engineers and other consultants on building projects.
4. Policy/Administrative Procedures
- 4.1 Assists the Secretary Treasurer in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
 - 4.2 Ensures the application of Board policies and administrative procedures as required in the performance of duties.
5. Organizational Management
- 5.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal and Board mandates and timelines and adherence to all Secretary Treasurer directives.
 - 5.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
6. Communications and Community Relations
- 6.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
 - 6.2 Ensures students, staff and parents have a high level of satisfaction with the services provided and with effective management in Transportation Services and Facility Services.

7. Secretary Treasurer Relations

- 7.1 Establishes and maintains positive, professional working relations with the Secretary Treasurer.
- 7.2 Respects and honours the Secretary Treasurer's role and responsibilities and facilitates the implementation of that role.
- 7.3 Provides information which the Secretary Treasurer requires to perform their role in an exemplary fashion.
- 7.4 Handles additional duties when assigned by the Secretary Treasurer.

8. Leadership Practices

- 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Secretary Treasurer's expectations.
- 8.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 23, 65, 85 School Act

Approved: August 15, 2021

Revised: