



File EAB

## **SUPERVISOR OF OPERATIONS**

### **Qualifications:**

1. Demonstrates aptitude and ability for assigned responsibilities
2. Grade twelve academic standing or equivalent
3. Class 2 Driver's license
4. Physically and medically able to perform assigned responsibilities
5. A minimum of five years of related successful management or supervisory experience.

**Reports to:** Superintendent/Secretary-Treasurer

**Supervises:** Staff of the Operations Department

### **Position Summary:**

Under the direction of the Superintendent/Secretary-Treasurer, the Supervisor of Operations is responsible for the organization and supervision of:

- Student transportation services
- Building and grounds maintenance and cleanliness
- Mechanical systems
- Capital projects
- Student and staff safety
- Security of facilities and vehicles

### **Responsibilities and Duties:**

1. Administers the personnel responsibilities of the Operations Department.
2. Recommends to the Superintendent/Secretary-Treasurer the hiring, dismissal or transfer of Operations staff.
3. Administers the annual budget allocation of the Operations Department.
4. Administers the day-to-day work of the Operations Department.
5. Manages emergency situations and repair problems that may occur during working hours and after hours, including weekends and holidays.
6. Recommends to the Superintendent/Secretary-Treasurer policy changes, procedures, staffing alternatives and bus route modifications considered advantageous to the overall operation of the Division.



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7. Keeps abreast of changes and developments associated with the Operations Department through attendance at seminars, courses and conferences as may be appropriate and in accordance with policy.
8. Communicates regularly with School Principals regarding school needs and Operations Department expectations.
9. Promotes a positive image for the Operations Department and the School Division through participation in the public relations activities of the Division.
10. Respects the confidentiality of the information available to the Supervisor.
11. Performs other job-related duties and responsibilities as they may be assigned.

**Terms of Employment:**

Management; Regular, full time

**Evaluation:**

Performance of this job will be evaluated according to Division policy.