



LEADERSHIP OPPORTUNITY – MANAGER, OPERATIONS AND TRANSPORTATION

School District No. 10 – Arrow Lakes, in the beautiful West Kootenay region of southeastern BC, is situated on the traditional, ancestral and unceded territory of the Sinixt, Sylix, Ktunaxa, and Secwepemc Peoples. We are seeking a hands-on leader with excellent problem-solving and collaboration skills to take on the important and challenging role of Manager, Operations and Transportation in our district.

Our District

Our small rural district is powered by dedicated people who care deeply about students and consistently go the extra kilometre—both literally and figuratively—to make a meaningful difference. We are fortunate to be surrounded by breathtaking geography, from long, sparkling lakes to snow-capped mountains, hot springs and lush forests. Even more inspiring, however, is the warmth and commitment of the staff, parents, and community members across our six district schools. Our parents, teachers, support staff, District and Educational Leadership Team, and Board of Education share a steadfast commitment to supporting student learning. Together, they create a welcoming environment where students can thrive.



School District No. 10 serves over 500 students in the communities of North Slocan Lake and the Arrow Lakes with six schools and programs in Nakusp, Edgewood, Burton, New Denver and Arrow Lakes Distributed Learning. The district also manages the Nakusp Early Learning Childcare Centre, a 60-space childcare centre with 2 multi-age programs, an infant-toddler room and before and after-school and summer camp programs. Our innovative approach to learning and the beautiful mountain settings that surround these communities provide our students with unique learning experiences that gain praise in our province and beyond. We are well-recognized for innovation in place-conscious learning, environmental education, and for creatively personalizing learning experiences for our students.



The Position

Reporting to the Secretary-Treasurer, the Manager, Operations and Transportation oversees all facilities including grounds maintenance, as well as the Transportation department. The position manages daily operations, conducts regular inspections, manages operating and capital budgets, ensures health and safety compliance and supervises transportation, maintenance, and facilities staff and contractors.

Specific Responsibilities

- Leads and manages district facilities, maintenance and transportation by overseeing staff, resources, organizational effectiveness, stakeholder relationships, and continuous improvement initiatives to support the delivery of high-quality services.
- Oversees operational planning, budgeting, capital and grant programs, procurement, and regulatory compliance including forecasting expenditures, monitor performance metrics, and support Ministry and Board reporting.



LEADERSHIP OPPORTUNITY – MANAGER, OPERATIONS AND TRANSPORTATION

- Coordinates and monitors the work of maintenance staff and contractors through scheduling, site inspections, and regular facility reviews to ensure quality, safety, and compliance with District standards.
- Collaborates with administrators, senior leadership, and support staff to develop, adjust, and implement student transportation plans including fleet management, regulatory compliance, and bus driver recruitment and supervision.
- Ensure compliance with municipal, provincial, and federal transportation regulations, including WHMIS, WorkSafeBC, the Motor Vehicle Act, National Safety Code requirements, and Transport Canada regulations.
- Leads the planning, coordination, and continuous improvement of custodial services, ensuring effective cleaning programs, resource management, staff scheduling, and the maintenance of safe and well-kept District facilities.
- Oversees the District's grounds maintenance program by developing and implementing policies and procedures, managing equipment purchases, and ensuring school grounds and playfields are safe, well-maintained, and available for use.
- Leads the District's security program by developing and maintaining security measures, coordinating with school administrators and emergency services, and ensuring appropriate follow-up on security and fire protection matters. Responding to after-hours security alerts is an expectation of this role.
- Flexibility to respond to after-hours emergent situations, and occasional work outside of traditional office hours to supervise employees and contractors.



The Ideal Candidate

As an accomplished operations leader, you bring a strong background in facilities management, maintenance, transportation, and operational planning. You have demonstrated success leading diverse teams, managing budgets and capital projects, and ensuring the safe, efficient, and effective delivery of services. You are a collaborative and approachable leader who fosters positive working relationships with staff, contractors, school administrators, and community partners. You possess strong organizational, problem-solving, and project management skills, enabling you to balance competing priorities, manage multiple projects, and respond effectively to changing operational needs. You have a solid understanding of regulatory compliance, health and safety requirements, risk management, and preventative maintenance practices. Your excellent communication and interpersonal skills allow you to build trust, facilitate change, and support a culture of continuous improvement and service excellence across the District.

Required Knowledge, Education and Experience

- Grade 12 plus a post-secondary diploma or certificate in operations, transportation business administration and/or completion of a recognized supervisory or management program, or equivalent education and experience.
- Education and/or management experience in facilities maintenance and construction including



LEADERSHIP OPPORTUNITY – MANAGER, OPERATIONS AND TRANSPORTATION

- experience in field supervision, preferably in a school district environment.
- A strong technical background in building trades or related disciplines. Certification in a relevant trade (e.g., plumbing, carpentry, millwright, mechanic,) is strongly preferred.
 - Demonstrated success in budgeting, cost control, data analysis, and capital planning for transportation services.
 - Experience managing custodial and transportation programs is an asset.
 - Experience supervising departments and staff is essential. A good understanding of human resources and labour relations managing unionized employees is an asset.
 - Ability to develop a positive relationship with employees at all levels within the organization, elected officials, external agencies and parent communities.
 - Proven organizational and administrative skills including strong computer skills including MS Word, Excel, SharePoint and Outlook.
 - Capability to develop, recommend, implement and assess district policies.
 - Strong verbal and written communication skills.
 - Working knowledge of BC Building Codes, the Motor Vehicle Act, and WorkSafeBC requirements.
 - Clean criminal record check.

Compensation

The salary range for the position is \$93,955 to \$117,444. The district offers exempt staff a competitive benefits package, a flexible working environment, and generous paid vacation leave. Further details will be provided through the recruitment and selection process.

More Information:

Visit: www.sd10.bc.ca

Contact: Samara Shaw, Secretary-Treasurer
250-265-3638 / samara.shaw@sd10.bc.ca

Applications:

Please submit your resume and cover letter, applicable certifications, together with three professional references [online through the Make A Future platform](#) to the attention of the hiring committee, no later than 12:00 (noon) on Wednesday, September 30, 2026.

Should you have any questions about the process or require any accommodations during the application process please contact the District HR Manager at stephanie.roger@sd10.bc.ca

Thank you for your interest in our school district. Only shortlisted candidates will be contacted.

