



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

Employment Opportunity

Assistant Director of Facilities

Secwepemcúl'ecw yí7élye ell

We respectfully honour and acknowledge that we are living and working in the territory and lands of the Secwepemc People.

The Opportunity

SD73 is seeking applications from innovative and visionary professionals who have a passion for building partnerships, fostering equity, engaging with the community and driving large organizations toward their goals.

The Assistant Director of Facilities is a member of School District 73's management team, reporting to the Director of Facilities. The Assistant Director of Facilities will be a talented management professional or experienced tradesperson with the ability to support all aspects of the Director role who oversee its Facilities on a cost-effective, efficient basis. The Assistant Director of Facilities will be responsible for a wide range of issues and needs to be able to communicate effectively with a diverse group of colleagues, staff, public and regulating authorities.

The Board of Education

The key focus for the Kamloops-Thompson Board of Education is improving student achievement. The Board plays an essential role in the public education system by addressing the interests of students through local decision-making with an engaged community.

As locally elected representatives, the nine Board of Education trustees represent the Kamloops-Thompson communities' particular strengths, challenges and demands. They engage with communities in building and maintaining their local school system to reflect local priorities, values and expectations.

The Board shares a co-governance relationship with the provincial government through the Ministry of Education and Child Care. The BC School Trustees Association supports the board in this relationship.

The Region

Situated on the traditional, unceded territory of the Secwépemc people, the centre of our District is the city of Kamloops, which has a population of more than 97,000 people. The District extends to Pinantan Lake, Heffley Creek, Sun Peaks, Barriere, Clearwater, Vavenby and Blue River to the north, Logan Lake to the south, Savona to the west and Chase and Westwold to the east.

School District No. 73 (Kamloops-Thompson)

Located in the stunning surroundings of BC's interior, the Kamloops-Thompson School District is a diverse and growing environment committed to great local education through our [5-Year Strategic Plan](#), [Aboriginal Enhancement Agreement](#), [Capital Plan](#), and [Long-Range Facilities Report](#). The District has a Local Education Agreement with each of the local First Nations.

SD73 is dedicated to creating a safe, caring, and healthy learning and working environment that is inclusive of the diversity of their entire learning community. Embedded in SD73's framework is the directive to provide ongoing and meaningful learning opportunities for all students, staff and community groups, with continuous improvement of instruction and assessment to reflect traditional learning practices and provide an opportunity for strong revitalization of language and culture for students from all backgrounds.

With a strong commitment to its Indigenous learners, SD73 sees decolonization and the Truth and Reconciliation Commission's Calls to Action as parts of its core mission.

Serving approximately 16,000 students, 2,700 students of Aboriginal ancestry, in 48 schools our District offers a variety of enhancement programs, including: French immersion, International Baccalaureate, sports academies, trades programs, a K-12 fine arts school, Montessori, and an elementary science and technology school.

School District No. 73 is located on the territory of the Secwepemc Nation and serves 7 local bands and the Métis Nation in a large geographical area.

Our District covers more than 27,000 kilometres and busses about 4,000 students more than 9,000 kilometres every day. We have 34 elementary schools, one middle school, 10 secondary schools, one Kindergarten-to-Grade 12 school, one alternate education program and one distance education school. We employ nearly 3,000 people and have an annual budget of approximately \$200 million.



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Position Responsibilities:

Human Resources

- Supports the oversight and evaluation for the Manager of Grounds, Manager of Maintenance, Manager of Operations, and Manager of Projects.
- In support of the managers, provides supervision of all staff. Areas of supervisory responsibility includes approximately 25 grounds maintenance staff, 36 facilities maintenance staff, 140 custodial staff
- In support of the managers, oversee all aspects of managing staff including the internal and external posting, recruitment, and hiring of staff as well as supporting the discipline process when required.
- In support of the managers, oversee the evaluation of staff performance on a regular basis.
- Ensure appropriate staff training programs are developed and implemented to promote a safe work environment.

System Operations

- In support of the managers, administer the department budgets and ensure that programs are cost effective and that funds are managed wisely.
- Supports the provision of an on-going program of maintenance and capital upgrading to keep facilities in top condition.
- Collaborates on an on-going program of maintenance and capital upgrading to keep vehicles in top condition.
- Maintain an inventory of School District facilities and vehicular assets and their major components and systems.
- Ensure safety standards that conform with provincial, federal, and insurance regulations are developed and maintained.
- Communicates with regulatory bodies as needed.
- Communicates with Ministry of Education and Child Care officials as needed.

Capital Planning

- In consultation with the Director of Facilities and department managers, develop annual capital spending plans for the Annual Facility Grant, the School Enhancement Program, and the Carbon Neutral Capital Program
- In consultation with the Director of Facilities and Department Managers, evaluate the white fleet inventory to ensure replacement in a timely and cost-effective manner.
- Gather and evaluate data on community demographic trends. In consultation with the Education departments, complete enrolment projections and space planning, portable allocations and the production and presentation of the annual Long Range Facilities Plan.
- Collaboratively develop and plan studies and options to determine the best long term facility arrangement for new catchment areas and facility needs.
- Share the responsibility to identify, evaluate and negotiate the acquisition, sale or re-development of school sites.
- Long range capital planning including the preparation and submission of the annual Capital Plan for major capital projects.
- Support the execution of major capital projects, including preparation of Project Request Fact Sheets, Project Definition Reports, funding approvals, selection of consultants and project management during design and construction.
- Foster collaborative relationships with local government agencies, prepare required rezoning/subdivision/OCP amendments, respond to development referrals and provide input on other current bylaw, regulatory and planning activities that impact the School District

Greenhouse Gas Emissions Compilation and Reporting

- Compile and review annual utility consumption data including greenhouse gas emissions data.
- Complete and submit annual reports required by the Ministry and Province.



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Required Abilities, Knowledge, and Skills

- Strong interpersonal and people management skills.
- Maintains a healthy balance between taking the initiative in assigned areas of responsibility and working collaboratively as part of a team.
- Ability to support and grow a culture of accountability.
- Proven track record of being flexible, and adaptable. Able and willing to make tough decisions in a responsive, timely, and collaborative manner.
- Believes in union-management cooperation as well as the right to manage.
- Possesses a growth mindset with proven ability to gain knowledge of a wide range of facilities systems over time.
- Ability to respond to the public in a positive, solutions-oriented approach, that meets our legislative and district parameters.
- Ability to oversee departments within a set budget.
- Proficiency with computers and a variety of software programs including Microsoft Office.

Qualifications

- Appropriate professional or trades designation and proven experience in the field of facilities management.
- Extensive knowledge of principles and practices of school district facilities management including regulatory and safety requirements.
- Knowledge of construction contract law, CCDC documents and public tendering practices
- Considerable knowledge of various building systems including electrical, mechanical, and structural.
- Knowledge of and experience with the following computer programs would be an asset; financial management software (Powerschool), facility maintenance software (Assetplanner), Ministry capital project software (CAPS), utility data software (Energy Manager), GHG reporting software (SOFI-CGRT), Demographics software (Baragar)

More about the Communities We Serve

[School District No. 73 \(Kamloops-Thompson\)](#)
[City of Kamloops](#)
[Blue River](#)
[District of Barriere](#)
[Village of Chase](#)
[District of Clearwater](#)
[District of Logan Lake](#)
[Sun Peaks Municipality](#)

To Apply:

Apply by 12:00 noon on September 20, 2023 with a cover letter, resume, and three professional references. By submitting your three professional references you agree that all references will be received in confidence and therefore, will not be shared with you except in summary form with no reference to the party supplying the information. Applications can be submitted by email to cmacleod@sd73.bc.ca.

Salary Range: \$100,984 to \$126,230

School District No. 73 is an equal opportunity employer. All applications are considered on the basis of their suitability for the position(s), regardless of the gender, age, sexual orientation, religion, racial origin, marital status and/or disabilities of the prospective candidate.

If reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact Associate Superintendent John Wiedrick, jwiedrick@sd73.bc.ca.