

2.0. Human Resources

2.B. Position Descriptions

DIRECTOR OF OPERATIONS AND INFRASTRUCTURE

Reviewed: October 28 ,2019; December 13, 2022

Policy Reference: EL-1.2

Under the direction and supervision of the Superintendent/CEO, the Director of Operations and Infrastructure shall be responsible for managing the development and administration of the school bus transportation system with particular emphasis on safe and efficient operations. The Director of Operations and Infrastructure shall also be responsible for managing the maintenance and improvement of the school division facilities, including schools, garages, tower site buildings, administrative offices, storage buildings, and playgrounds. Familiarity with building codes, building and roofing trades, HVAC systems, and energy management systems, is essential. The Director of Operations and Infrastructure shall also be responsible for managing the maintenance and upgrades of the Division's technology infrastructure and software systems. This individual Must have excellent communication skills, be able to work effectively as a team player, and be prepared to be on call 24 hours a day, seven days a week.

RESPONSIBILITIES and DUTIES

1.0 Manage the Transportation system and staff

- 1.1 Oversee the Transportation Supervisor/Safety Officer
- 1.2 Evaluate school bus routes and work with the Transportation Supervisor/Safety Officer to develop and implement the most efficient transportation routes for the School Division. Advise the Board of route changes where required.
- 1.3 Evaluate the bus maintenance program and maintenance procedures.
- 1.4 Evaluate the bus mechanics and notify the Board of any staffing changes.

2.0 Manage building maintenance and staff

- 2.1 Oversee the Maintenance Technician
- 2.1 Advertise, interview and hire staff as required for maintenance positions.
- 2.2 Provide, or provide for, periodic in-service training of maintenance staff.
- 2.3 Ensure maintenance staff are trained on the proper use of equipment and materials, and they follow the safe work procedures.
- 2.4 Evaluate the cleaning programs and implement changes where necessary.
- 2.5 Evaluate the maintenance programs and assist in the development and/or revision of the maintenance program if required.
- 2.6 Arrange for building systems inspections as required by law.
- 2.7 Ensure building intrusion and fire alarm systems are operational and inspected periodically.
- 2.8 Implement strategies to reduce vandalism (i.e.: security lighting, climb-proof structures).

2.7 Ensure compliance of Workplace Safety and Health regulations

3.0 Develop capital projects

- 3.1 Recommend capital improvements to the Board.
- 3.2 Work with engineers, architects on planning building/mechanical projects.
- 3.3 Complete in-house projects by developing specifications and drawings for minor projects.
- 3.4 Tender projects, analyze bids, recommend contract awards, monitor progress of contracts.
- 3.5 Perform commissioning inspections, authorize payments and release of holdback monies.
- 3.6 Implement alternatives in the event of emergency mechanical/building failures.
- 3.7 Investigate alternate energy sources.

4.0 Perform general administrative tasks

- 4.1 Prepare and present monitoring reports for Board meetings, leadership council meetings and other meetings when required; attend labor/management committee meetings.
- 4.2 Develop and recommend regulations and procedures changes.
- 4.3 Assist in budget preparation and monitoring.
- 4.4 Ensure purchase practices are achieving best results (i.e. competitive purchasing, purchasing in quantity, tendering, etc.)
- 4.5 Determine maintenance and transportation equipment needs and procure same (i.e. engine analyzers, wheel balancers, floor machines etc.)
- 4.6 Provide specifications for school bus replacement and recommend purchases to the Board.
- 4.7 Provide information regarding the transportation system to the Board, Manitoba Education, parents/public, and other school divisions as required.
- 4.8 Attend in-services, seminars, etc. to keep abreast of current trends and practices.

5.0 Technology and Information systems

- 5.1 Oversee the Supervisor of Information Technology.
- 5.2 Manage the divisional technology budget.
- 5.3 Provide support for the division technology plan based on input from schools.
- 5.4 Manage and coordinate improvement and refresh projects.
- 5.5 Maintain the goal that technology is put into place to; 1)serve the students as a learning experience, and 2) to serve staff as a business tool to enhance efficiency.
- 5.6 Assist in the coordination of technology professional development sessions for staff in conjunction with Senior Administrators and Schools.