

## **SUPERVISOR OF OPERATIONS**

Under the direction of the Superintendent, the Supervisor of Operations is responsible for all aspects of the maintenance and operations of all Division owned vehicles, buildings, and grounds. The Supervisor of Operations is also responsible for the supervision of all the custodial, maintenance and transportation staff.

Without in any way restricting the generality of the foregoing, the Supervisor of Operations will:

1. Advise and assist the Board in the development and evaluation of Board policies.
2. Consult with Senior Administration and other staff in the development of administrative procedures relating to policies approved by the Board.
3. Prepare for the Board, recommendations for matters requiring Board approval.
4. Keep the Board informed of developments within the Operations Department
5. Represent the Board at meetings when required.
6. Attend all regular meetings of the Board, as well as special meetings of the Board when required.
7. Attend, as a resource person, all committee meetings that deal with the Operations Department
8. Attend all meetings relating to the Operations Department labour/management committees.
9. Keep informed of various provincial acts, regulations, and procedures that pertain to the Operations Department
10. Act as a resource person for the emergency preparedness program for the School Division.
11. Act as the Division co-ordinator for matters relating to workplace safety and health within the Division.
12. Attend all construction project meetings and reports on the same to the Board.
13. Prepare, and be responsible for, the energy management programs for all Division facilities.
14. Prepare, and be responsible for, a building-cleaning program for all School Division facilities.
15. Prepare, and be responsible for, a school bus fleet management program.
16. Report, on an annual basis, and to the appropriate committee, the evaluation of all Division facilities and vehicles.
17. Annually, in consultation with the Superintendent and the Secretary/Treasurer, develop a budget for the Operations Department
18. In consultation with the Superintendent, the Secretary-Treasurer and the Operations Committee, prepare a project schedule under the Divisions "D-Grant" funding.
19. In consultation with the Superintendent, the Secretary/Treasurer, and the Operations Committee, prepare and submit a proposed annual five-year "Capital Plan" for the School Division.
20. Prepare, and be responsible for, a security program for all School Division facilities.
21. Delegate, where suitable, portions of responsibility and authority to subordinate personnel.
22. Maintain memberships in appropriate professional associations and keep informed of technological changes as they relate to the property management and transportation industry.
23. Administer the Adverse Weather Policy.
24. Perform other related duties which the Superintendent or Board may from time to time delegate.

The areas of "general emphasis" designed to further clarify some possible "action areas" for the Supervisor of Operations may be found on the following pages.

**The following areas of “general emphasis” are designed to further clarify some possible “action areas” for the Supervisor of Operations:**

**A. Board Relations**

- Prepare agendas, minutes, and reports for the Board within the Operations Department
- Prepare recommendations for the Board’s consideration.
- Respond to requests from the Board.
- Keep the Board informed about Operations Department matters on a regular basis.
- Compile data of interest to the Operations Department.

**B. Public/Community Relations**

- Respond to Operations Department concerns within the community.
- Help co-ordinate community/school playground projects.
- Communicate with the various authorities regarding safety, fire, and vandalism.
- Develop, periodically, publications and reports in newsletters to the community.

**C. Staff Relations and Staff Professional Development**

- Respond to transportation and maintenance labour relations concerns.
- Facilitate between driver, maintenance / school staff relations
- Researches and presents opportunities for technological advancements within the Operation Department.
- Develop and implement on-going training programs within the Department
- Administer personnel evaluation programs.
- Promote staff wellness within the Operations Department.

**D. Staff Management**

- Conduct interviews for prospective employees for the Operations Department.
- Report to the Board upon the employment of personnel within the Operations Department.
- Report to the Board any promotions, transfers, and resignations of Department personnel.
- Consult with the Superintendent in all matters dealing with staff discipline/termination in the Operations Department.
- Administer personnel policies and procedures within the Operations Department
- Monitor and assess the effectiveness of Operations Department programs.

**E. Business Management Within the Operations Department**

- Forecast financial requirements for the Department.
- Approve all expenditures within the Operations Department as per policy.
- Oversee the procurement of supplies, materials, and equipment.
- In consultation with the Secretary-Treasurer, develop tender documents.
- In consultation with the Secretary-Treasurer, compile data for grants.
- Develop and administer a school bus replacement program.
- Prepare, as required, plans, specifications and cost estimates for repairs and/or improvements to vehicles, facilities and grounds.

## **F. Fiscal Management**

- Determine the facility and transportation needs of the Division.
- Forecast financial requirements.
- Budget preparation.
- Manage budget allocations
- Cost accounting and cost effectiveness management.
- Authorize the procurement of equipment, material, and supplies. ...3

## **G. Strategic Planning**

- In consultation with Superintendent, Secretary/Treasurer, and the Operations Committee, develop and implement long-range plans (i.e. five-year capital plan).
- Develop and implement long-range plans for bussing and facilities' preventative maintenance programs.
- Develop a program for Section B, C, and D-Grant requests and expenditures.
- Evaluate planning results.

## **H. Facilities Management**

- As a resource person, be directly involved with the appropriate committee for the planning and providing of facilities.
- Co-ordinate and supervise the management of preventative maintenance programs to facilities.
- Co-ordinate and supervise the management of safety procedures in all facilities.
- Co-ordinate and supervise the management of facilities security systems.
- Provide project management for the modification and/or renovation of facilities.
- Oversee the utilization of facilities for the public use.
- Evaluate the condition of facilities on a regular basis.
- Manage the energy management program for all facilities.
- Schedule cleaning programs and related custodial services for school facilities.

## **I. Preventative Maintenance Management**

- Oversee the inspection of fire alarm systems on an annual basis.
- Oversee maintenance work orders.
- Oversee inspection and preparation of reports on all building roofs on a regular basis.
- Schedule maintenance on all major mechanical equipment on a regular basis.
- Perform technical work, within areas of expertise, as time permits.

## **J. Management of Transportation Services**

- Provide comprehensive student bus route procedures and route information.
- Provide students with bus ridership instructions.
- Liaise between bus driver and school principal on matters of student discipline.
- May liaise between Student Services Co-ordinator and bus driver on student transportation plans.
- Provide for health and safety of students.
- Provide liaison with community agencies concerned with student transportation.
- Develop a school bus replacement program.
- Provide for ongoing certification for bus drivers.
- Liaise with Canupawakpa Dakota Nation bus drivers.

## **K. Professional and Personal Development**

- Participate in professional organizations.
- Attend provincial and regional workshops, seminars, and conferences relating to property and transportation management.
- Keep current with development within the Operations management field.

[Back to](#)

[The Fort](#)