



Manager of Energy, Information and Technology

The School District

The Pacific Rim School District covers much of Central Vancouver Island's rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities. The schools are situated on the hahahoulthee of the c̓išaaʔath, hupačasath, tla-o-qui-aht, Huu-ay-aht First Nations as well as the Yuułuʔiłʔatḥ Government. The school district respectfully acknowledges that it works alongside all Nuu-chah-nulth Nations, other First Nations, and Metis and Inuit of British Columbia to serve all children and youth of the Alberni-Clayoquot region.

The District is home to 4000 students, 35% of whom are of Indigenous ancestry. The District consists of two secondary schools, eight elementary schools, one remote K-12 school and an alternative and Adult learning centre. The District also has a strong French Immersion program and a thriving international student program.

The District has childcare programs in seven elementary schools and three separate stand-alone childcare buildings on school district property.

Manager of Energy, Information and Technology

Reporting to the Director of Operations, this excluded position oversees the School Districts IT Department and BC Hydro Energy Reduction initiatives. The Manager supervises IT staff and liaises with School District administration to provide leadership and vision to ensure the District's information technology and data management needs are met. The Manager works with the School Districts BC Hydro account Manager, and Director of Operations, to ensure energy reduction targets and initiatives are moving forward.

Primary Responsibilities:

- Recommend, and provide when necessary, professional development and training opportunities for District staff to remain current with technological trends and new software/hardware
- Design and implement IT department services, policies and procedures in accordance with industry standards
- Review, evaluate and recommend improvement of existing information system technologies as well as evaluating compatibility, effectiveness and impact of potential new systems or upgrades
- Maintain successful relationships with external vendors and service providers to implement projects and new technology
- With the Director of Operations, track and estimate budget costs related to IT hardware and software (including licenses)
- Provide technical advice to IT staff and District employees
- Oversee and ensure help desk and help tickets processes are efficient and completed
- Communicate regularly with District and school level administration to provide advice and planning for IT implementation and maintenance
- Implement, support and monitor business continuity and disaster recovery plans, and network and system security parameters
- Ensure MyEd routines are completed by IT staff
- With the Director of Operations, ensure data collection procedures and reporting are in alignment with the District learning plan, Freedom of Information Privacy Act, and Ministry reporting expectations
- Ensure IT inventories are current
- With the Director of Operations, develop short- and long-term plans to ensure the stability of the IT infrastructure and that hardware is 'refreshed' regularly within set budgets
- Work with BC Hydro account representative on all BC Hydro related grants and initiatives

- Meet with other BC Hydro Energy Managers on a quarterly basis
- Lead District wide utility reduction campaigns and staff engagements
- Work with consultants to plan future Carbon Neutral Capital Grant submissions
- Work with the Director of Operations on a multi-year strategic carbon use reduction plans
- Work with the mechanical team to oversee capital projects related to energy reductions
- Interpret utility data and communicate findings through reports and business cases

Qualifications:

- A four-year degree in Computer Science, Information and Technology, or a related field is preferred, a minimum of two-year diploma from an accredited public college is expected
- Minimum 5-year experience in a senior technical role, with a proven track record of successful project management and technical leadership
- Recent Microsoft Certifications and current skills comparable to a Microsoft Certified Systems Engineer Certificate
- At least 5 years' experience managing capital projects
- Demonstrated interest and enthusiasm related to energy management and efficiency
- Familiar knowledge and experience with interpreting utility data and trends
- Ability to engage and educate staff and stakeholders on utility reduction strategies and initiatives
- Valid BC Class 5 Drivers license
- Strong problem-solving skills and the ability to think strategically
- Excellent interpersonal and communication skills, with the ability to work effectively with diverse teams
- Demonstrated ability to lead and inspire technical teams
- Strong decision-making skills and the ability to prioritize tasks effectively
- Ability to communicate complex technical concepts to non-technical stakeholders, including educators and administrative staff.
- Proficiency with computer software applications including Word, Excel, Outlook, Power BI, Power Apps and Power Automate

This excluded position has an excellent benefits package, and a wage range from \$103,238 to \$129,048 based on qualifications and experience. Start date to be determined by mutual agreement. Contract end date will be March 31, 2027, with chance of renewal. For more information on this position contact Alex Taylor, Director of Operations: ataylor@sd70.bc.ca.

Interested applicants should forward their resume with cover letter, recent references and any supporting documentation, **before 10:00am, August 6, 2026. Application packages may be submitted electronically to Trisha Wilson, Manager of Human Resources: twilson@sd70.bc.ca.**

In applying, candidates consent to SD70 Pacific Rim contacting individuals or supervisors for the purpose of shortlisting and/or reference checking other than those provided as references in the application package.

We appreciate the interest of all applicants but advise that only those selected for interviews will be contacted.