



HUMAN RESOURCES

TEMPORARY FULL-TIME OPERATIONS SUPPORT SUPERVISOR

(Competition 25-79)

Position Overview

The City of Nanaimo is seeking a temporary full-time Operations Support Supervisor. Under the direction of the Manager, Police Services, and under the general supervision of the Operational NCO, the incumbent supervises, schedules, and directs staff involved in the Operations Support Unit. The incumbent is responsible for the efficient operation of all operational support services ensuring that a high level of customer service and overall support service is sustained. The Supervisor ensures compliance with RCMP procedures and policy in relation to information released pursuant to the Access to Information Act/Privacy Act, the safe handling of court exhibits and property and the transcription of statements. The incumbent works with minimal supervision and exercises independent action and judgment in daily work.

Qualifications

Applicants must have the following qualifications:

- Completion of Grade 12 and a minimum of 3 years' experience in a police environment, including 1 year of related supervisory experience.
- Attainment and maintenance of Canadian Firearms Safety and Canadian Restricted Firearms Safety courses.
- Attainment and maintenance of Ministry of Public Safety and Solicitor General Special Provincial Constable designation for document service.
- Due to the short-term nature of this position, all applicants must have RCMP Reliability/Security Clearance

Additional Information

This is a CUPE bargaining unit position based on a 35-hour work week. Hours of work will be between 6:00 a.m. and 11:30 p.m., Saturday through Sunday, 7 hours per day. The hourly wage is \$40.62 increasing to \$42.76 after 60 working days (Jan 2025 Rates). The wage level for this position is subject to confirmation under a union/management jointly negotiated job evaluation plan. It is anticipated that this vacancy will be up to 6 months in duration. Shortlisted applicants may be required to undergo a verification of their education credentials. To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 25-79 by the application deadline. For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Thursday, July 10, 2025

Application Deadline

Open until filled

Contact Information

Human Resources
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