



PERMANENT FULL-TIME OPERATIONS SHIFT SUPERVISOR

(Competition 24-121)

Position Overview

The City of Nanaimo is seeking a permanent full-time Operations Shift Supervisor. Under the direction of the Manager, Police Support Services, the incumbent supervises, supports, and directs the work of Prison Guard, Switchboard Operator - Police, and Watch Clerk positions. The incumbent is responsible for the completion of data entry and information processing in the Police Information Management Environment (PRIME), Uniform Crime Reporting (UCR), Ibook, and the Canadian Police Information Centre (CPIC) computer systems. The Supervisor performs specialized quality assurance and data maintenance of the Records Management Systems (PRIME, Ibook, CPIC); reviews and evaluates workflow with the PRIME Coordinator and Records Supervisor.

Qualifications

Applicants must have completion of Grade 12 and a minimum of 3 years' experience working in a police environment with RCMP records management systems, including a minimum of 1-year supervisory experience. An equivalent combination of education and experience may be considered. Attainment and maintenance of RCMP Reliability/Security Clearance is mandatory.

Additional Information

This is a CUPE bargaining unit position based on a 40-hour work week. The hourly wage is \$39.24, increasing to \$41.31 upon successful completion of probation (Jan 2024 Rates). Hours of work will be four consecutive 10-hour shifts followed by three days off. Shifts will be scheduled between 6:00am and 12:00am, Sunday through Saturday. The wage level for this position is subject to confirmation under a union/management jointly negotiated job evaluation plan.

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 24-121 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

Friday, October 25, 2024

Application Deadline

Friday, November 15, 2024
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
Phone: (250) 755-4406

