



NORTH EAST SCHOOL DIVISION # 200

JOB DESCRIPTION

POSITION TITLE: Manager of Transportation Services

REPORTS TO: Directly: Superintendent of Business Administration
Indirectly: Director of Education

Purpose:

The Manager of Transportation Services plans, organizes, directs, coordinates, controls and evaluates the operation of the NESD transportation department. The goal is to provide safe and efficient transportation to NESD students as per board operating procedures.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- A certificate, diploma or degree from an accredited and recognized technical institution or university in a field related to business or transportation & service management
- Possessing a CITT designation or a Journeyman Mechanic qualification would be considered an asset
- Minimum of 5 years of experience managing physical assets, employee performance, business processes and financial resources
- Maintain a valid driver's license
- Experience in school bus fleet maintenance or heavy equipment repair would be considered an asset
- Previous experience in the operation of a school bus would be considered an asset
- Related training such as courses in first aid, defensive driving, logistics, or business would be considered an asset
- Knowledge of highway and school bus legislation and regulations would be considered an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division

Required Skills and Abilities:

- Excellent oral and written communication skills
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to delegate work to staff and provide appropriate supervision to ensure that the quality of work meets requirements
- Ability to provide effective and timely communication (both internally and externally)
- Ability and skill to appropriately manage and support technical staff
- Knowledge in tracking maintenance, defect reporting, maintenance programs and repair history
- Proven problem solving and independent innovative decision making skills
- Ability to prioritize multiple demands
- Demonstrated ability to be self-directed, task and goal oriented
- Ability to work with minimal supervision
- Ability to lead a team as well as work as a team player
- Demonstrate skills for planning, scheduling and record keeping of fleet information
- Ability to develop and maintain positive work environment

Supervision of Other Staff:

This position involves the direct supervision of the Bus Drivers, Logistics Planner, Administrative Assistant and Mechanic Foreman. This position involves the indirect supervision of garage mechanics.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Manager of Transportation Services shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Plan, organize, direct, control and evaluate the operation of the school division transportation department. Including routing, student assignment, repair and maintenance and inventory
- Develop and maintain a robust communications plan for the department
- Develop and implement the annual work plan for the transportation department and ensure alignment with school division goals and administrative procedures
- Directs the financial operations of the transportation department. Including budget preparation, RFP's, purchasing and financial reporting as required
- Liaise with parents, school division personnel, and the public regarding transportation related requests, inquiries, and complaints
- Ensures required training and compliance relative to OHS.
- Oversees all documentation and reporting requirements as defined by NESD and the Ministry of Education
- Recruits, trains and supervises Transportation Services' staff
- Regular performance evaluation of department staff with complete documentation as required
- Review all driver abstracts and follow up as required
- Oversees the annual professional development in-service for drivers and mechanics which includes development and updating of the NESD Bus Driver Handbook
- Ensure licensing and insurance on all division vehicles is maintained
- Ensure sign off for safety inspections are completed in a timely manner
- Ensure that all legislative requirements are adhered to in regards to the transportation of students, and converse with inspectors for regulatory agencies within the area of accountability
- Maintain proper inventory procedures, records and stock to effectively manage transportation services
- Provide analysis of student information, maps and attendance area boundaries as required for system data requirements
- Develops and updates as required the NESD transportation administrative procedures
- Attend meetings as required by the Superintendent of Business Administration
- Be knowledgeable and supportive of applicable administrative procedures
- Be willing to engage in life-long learning with respect to training and professional development
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- May perform other related duties as assigned by the Superintendent of Business Administration

Judgment, Independence and Client/Peer Contact:**Confidentiality**

At no time should the Manager of Transportation Services discuss, in public, information pertaining to a student or staff members. The Manager of Transportation Services is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The employee is expected to work independently and as a team member of both the transportation department and school-division staff.

Client/Peer Contact

This position involves working collegially with other department staff and school division staff on a daily basis in support of the goals of the school division.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Manager of Transportation Services

The salary grid for the Manager is tied to the following grid:

Manager Salary Grid Range 1

Approved By:	Heather Shwetz Superintendent of HR
Date Approved:	September 2024
Reviewed:	