

## WINNIPEG SCHOOL DIVISION

Winnipeg School Division (WSD) nurtures a welcoming and inclusive culture of people committed to working together to inspire students to reach goals and achieve academic success. WSD is the largest school division in the Province of Manitoba with over 33,000 students and 5,000 employees. To ensure WSD's continued success as a leader in education and innovation, we're committed to finding and developing the right people to join our team.

### **Assistant Supervisor of Student Transportation Secretary-Treasurer's Department**

The Secretary-Treasurer's Department is responsible for the corporate secretary and business functions of the Winnipeg School Division including: the administrative management of the functions of the Board of Trustees, its committees and related matters; legal matters and liaison with the Division's solicitors; contract administration; records management; and the administration of the business affairs of the Division.

The Student Transportation Services is part of the Secretary Treasurer's department and is responsible for the maintenance and safe operation of the fleet of division owned school buses including routing and training of all bus drivers in accordance with division policy, the Public Schools Act and all relevant regulations of the Highway Traffic Act, Traffic Compliance and other regulatory bodies.

#### **Responsibilities may include but are not limited to:**

Under the direction of the Supervisor of Student Transportation, the Assistant Supervisor of Student Transportation is responsible for the safe and reliable operation of Student Transportation, including routing, scheduling and bus maintenance in compliance with safety and operational standards and regulations.

- Provide Supervision and leadership to the Lead Mechanic, Mechanics, Scheduling Staff, Dispatchers and Transportation Clerks to ensure that high level services for students, parents and school administrators is provided in compliance with safety and operational standards and regulations.
- Coordinates with the Lead Mechanic on resolving any safety inspection issues.
- Responds/assists to vehicular accidents, incidents or other emergencies involving school buses
- Ensures that scheduled preventative maintenance, servicing, inspections, warranties, recalls and repairs are carried out on all division buses as prescribed in the manufacturer's procedures, the Department of Education directives, the Public Schools Act, the Winnipeg School Division policies and all applicable regulatory authorities of the Province of Manitoba. Documentation of this shall be maintained on file in accordance with the Winnipeg School Division, Department of Education – Pupil Transportation Unit, The Public Schools Act and all applicable regulatory authorities of the Province of Manitoba.
- Coordinates the delivery of routing and scheduling of all buses and assigning students and schools to routes.
- Reviews, coordinates, and assigns school bus availability and for use for field trips and extra-curricular activities
- Provides an analysis on fuel, maintenance and other operating expenses to the Supervisor of Student Transportation.
- Participates in meetings, in-service training, workshops, etc. to provide education and guidance on transport processes to WSD staff.
- Manages the ongoing activities of the area; assigning work, reassigning work as necessary due to staffing or workload issues, and monitoring the quality and completion of work.
- Develops and implements new and revised processes and standards.
- Ensures that staff are aware of roles, responsibilities and expectations.
- Provides feedback, acknowledges and coaches the performance of employees.
- Conducts regular performance review and planning sessions with staff.
- Ensures that existing unit activities are continually evaluated to confirm that they meet the needs of the organization, and are consistent with the mandate, goals and objectives of the Secretary-Treasurer's department.
- Develops plans for the revision/enhancement of services to improve the provision of the unit's support to the organization.
- Implements and monitors processes to support the ongoing evaluation of service outcomes of the area.
- Completes all mandatory safety education sessions and re-certifications.
- Adheres to all workplace health and safety regulations, policies and safe work practices.
- Performs other related duties within this classification and other related classifications not exceeding skills and capabilities as required.

**Qualifications:**

- Experience working a Bus Transportation environment
- Experience in a Supervisory and Managerial capacity
- Experience with Routing and Scheduling
- Red Seal Trade Certification as a Truck/Transport or Bus Mechanic would be an asset
- Valid Class 5 driver's License
- Valid Class 2 driver's license would be an asset however training will be provided to obtain the Class 2 license

This position requires an individual who can work independently and within a team environment, as well as a demonstrated ability to develop strong interpersonal working relationships. Excellent verbal and written communication skills and the ability to interact effectively with staff and individuals from other departments, schools, divisions and/or outside organizations. Strong organizational skills and the ability to prioritize and meet deadlines in an environment with multiple interruptions. Demonstrated ability to set and attain goals and objectives along with proved analytical skills. Knowledge of Divisions software, policies, procedures, and collective agreements is an asset.

*Interested individuals may apply online by accessing [www.winnipeg.sd.ca/careers](http://www.winnipeg.sd.ca/careers) and clicking on the Senior Administration & Professional link. Applicants must provide an up-to-date cover letter and résumé stating qualifications, experience, and three (3) references. **Closing Date: May 31, 2019 at 12:00 P.M.***

We thank all interested individuals; however only those selected for an interview will be contacted.

***Employment is subject to a clear Child Abuse Registry check and Criminal Record Check***

**The division has an Employment Equity policy, which strives towards a fair representation of Women, Indigenous peoples, persons living with a disability and minorities at all levels within the Division.**