

Job Description

Position Title:	Manager, Transportation	Affiliation:	Excluded
Supervisor:	Director, Facilities	Date of Revision:	August 13, 2021

Position Summary

Reporting to the Director, Facilities, the position is one of five management positions within the Facilities Department which includes capital planning, facilities, custodial, property management and transportation services. Working out of the Transportation site in Langford, the Manager, Transportation provides operations management and control of the school board's transportation and fleet services. The position oversees a fleet of 36 buses and 40 service vehicles and manages a staff of over 50 including bus drivers, mechanics, crossing guards and office staff to ensure the school board's transportation system operates efficiently and safely. As a growing district, the position also works with the community, parents and other stakeholders to plan routes and schedules based on student numbers, bell schedules and safe paths to school.

Duties and Responsibilities

- Oversees the operations of the district's transportation system to provide students and staff with a safe and efficient transportation system
- Ensures delivery of services in a timely and safe manner through the organization of people and fleet resources
- Seeks involvement and input from staff, union representatives, parents, community organizations and other stakeholders to continuously improve transportation services
- Manages on-call staffing resources to ensure the backfill of staff during absences
- Oversees the maintenance/repair of vehicle fleet and grounds equipment, including procurement
- Plans and logs bus and fleet including multi-year replacement plan and green BC targets
- Participates in the annual budget preparation, forecasts the annual requirements for labour, material and equipment required to maintain the District's transportation system
- Manages the transportation budget monitors and reports variances and makes sound financial decisions to ensure fiscal responsibility
- Verifies and approves invoices for payment, ensuring accuracy
- Manages inventory activities for equipment, supplies and materials
- Develops and manages work schedules and workloads to meet operational needs and alters where necessary to meet work demands

Job Description

- Proactively plans, establishes priorities and adjusts accordingly to maximize operational efficiency of staff and resources
- Develops, establishes and maintains a comprehensive driver safety and training program, in line with National Occupational standards provided through the Motor Carrier Passenger Council of Canada
- Provides continuous training to ensure all staff are aware of and comply with regulations and district policies and procedures
- Manages the performance of staff by setting and communicating performance objectives and providing feedback for developmental purposes
- Ensures position/job descriptions of staff are up to date
- Recruits, interviews and onboards on-call and full and part-time staff in collaboration with the Human Resources Department
- Collects data and regularly reports statistical information to stakeholders; identify challenges and makes recommendations to continuously improve performance
- Participates as part of the District's Leadership Team and provides input into the Districts strategic planning and annual priorities
- Attends board meetings as required
- Develops and implements departmental policies and procedures
- Chairs department meetings and work planning meetings
- Participates on school district wide committees as assigned

Education and Experience

- Degree or Diploma in Transportation Management or equivalent
- Minimum five years leadership experience in public transportation and fleet operations management including vehicle maintenance and preventative maintenance programs, insurance and safety issues related to buses, fleet vehicles and student transportation
- Minimum two years recent supervisory experience in a unionized setting
- Valid BC, class 2 drivers' license with air endorsement and a driving record acceptable to the district for insurance purposes
- Thorough knowledge of WorkSafe BC regulations, Motor Vehicle Act, National Safety Code and CSA D-250 Standards
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), as well as experience in transportation fleet management program and GPS/GIS Mapping and databases

Competencies

- **Develops Others:** Communicates expectations and provides feedback; coaches employees to be their best selves and develops and supports growth plans; demonstrates trust and enables others to have autonomy; acknowledges achievements and contributions of others
- **Builds Community:** Ensures a positive, safe and caring culture; creates actions and strategies to maintain and increase engagement; brings people together; builds strong relationships and encourages involvement and input from stakeholders
- **Management and Administration:** Prepares and manages budget and priorities and makes sound financial decisions; manages employees and labour relations accordingly; is familiar with the district's governance model and mandate and understands risks and opportunities; reports on progress and uses data to improve performance
- **Systems Thinking:** Uses analytical techniques, sound judgement and courage in decision-making; effectively utilizes available resources to maximize efficiency and adjusts accordingly to accomplish goals; ensures alignment of resources by using a systems wide lens
- **Service Excellence:** Genuinely cares about education and consistently strives to exceed expectations; proactively plans, establishes priorities and organizes work to deliver results; models behaviour that is consistent with the District's values and takes initiative and responsibility for actions
- **Communication:** Shares information, knowledge and learnings both one-on-one and in group settings; openly and honestly communicates with others to maintain respectful and positive working relationships; actively listens to understand and respond effectively to others
- **Collaboration:** Looks for opportunities to get to know, have fun and work co-operatively with others from all backgrounds and abilities; actively shows courtesy to all and provides others with opportunity of choice; acknowledges the contributions, knowledge and gifts that people bring

Please apply on Make a Future at <https://bit.ly/2UnUM7q> September 7th, 2021 at 4:00 PM PDT.