



SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

INTERNAL POSTING No. 19-070

UNION VACANCY NOTICE

April 24, 2019
Date of Distribution

TO: Construction, Maintenance and Allied Workers, Local 2423

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **June 17, 2019**

DESCRIPTION: **Transportation Supervisor
Eight (8) hours per day
Five (5) days per week**

LOCATION: **District Wide**

HOURLY RATE: **\$ 30.52 per hour**

DEADLINE DATE: **May 1, 2019 at 2:00 p.m.
Applications will not be considered after 2:00 p.m.**

Major Duties/Qualifications: Classification Description attached

Please direct all applications to: Secretary-Treasurer
School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road
Hope, B.C.VOX 1L4
Fax (604-869-7400)
Phone (604-869-2411)
Email ashley.limb@sd78.bc.ca

PLEASE POST ON SCHOOL BULLETIN BOARD

Notation: Only the successful internal applicant will be contacted regarding postings

SCHOOL DISTRICT #78 (FRASER-CASCADE)

JOB DESCRIPTION

TRANSPORATION SUPERVISOR

Location: DISTRICT

Revised December 7, 2004

Summary:

Under the direction and supervision of the Secretary-Treasurer. Responsible for the operation of School District Transportation system and School District Safety programme.

Duties and Responsibilities

Transportation:

- Maintain a cost effective schedule of bus routes in accordance with Board and Ministry policies.
- Maintain liaison with regulatory bodies.
- Oversee a program of preventative maintenance for all school district vehicles to maintain them in to condition.
- Oversee periodic testing of bus drivers to ensure safety of operation.
- Oversee the evaluation of shop staff performance on a regular basis.
- Provide supervision of all transportation staff.
- Provide an ongoing student safety programme to ensure compliance with school bus operation regulations.
- Evaluate the inventory of all School District vehicles to determine roadworthiness and ensure replacement on a timely and cost effective basis.
- Provide staff training programs to ensure competency levels are current.
- Participate in local and regional Traffic Advisory Committees.
- Manage the transportation department.
- May be required as a spare driver
- Reports traffic violations
- Maintain student rider lists and bus routes

Safety:

- Liaison with District Administration regarding all health and safety regulatory issues.
- Liaison with WCB to maintain a cooperative working relationship.
- Develop, revise, and monitor the effectiveness of Occupational Health and Safety (OH&S) components.
- Review and update the District OH&S program as required by regulations and legislation.
- Maintain statistics and records for all health monitoring and safety related training.
- Attend District Safety Meetings.
- Provide for in-service training and upgrading based on School District requirements or legislative authorities.
- Coordinate safety procedures for teaching and non-teaching personnel including WCB regulatory requirements, hearing tests, WHMIS requirements, etc.
- Review accident investigations and provide guidance to the appropriate safety committee.

Abilities, Knowledge and Skills:**Transportation**

- Ability to establish and maintain a safe and effective transportation system.
- Ability to communicate with general public and mitigate public concerns.
- Ability to assess and select mechanics and bus driving staff.
- Ability to manage staff issues.
- Thorough knowledge of transportation regulations and safety requirements.
- Knowledge of vehicle maintenance and mechanical requirements.

Safety:

- Knowledge of regulatory requirements including WCB
- Knowledge of WHMIS requirements
- Knowledge of safety practices and procedures.

Qualifications:

- Proven knowledge of transportation systems and components. A Trades Qualification as a mechanic is required.
- Possess a valid class 2 driver's licence with air endorsement
- Previous experience in a supervisory role.
- Prove managerial skills
- Proven knowledge of health and safety programmes. A Diploma in Occupation Health and Safety or C. R. S. P. designation would be beneficial.
- Ability to make both verbal and written presentations.

<p>N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of duties to be performed. Duties not listed should not affect the evaluation.</p>
