

JOB OPPORTUNITY

Educational Authority

Transportation Manager

POSITION OVERVIEW

Reporting to the Director of Sagkeeng Education, the Transportation Manager is a member of the Sagkeeng Education Senior Administrative team and is responsible for providing leadership and direction to the planning, organization, and operation of a safe and efficient transportation service as it pertains to transporting students, school bus drivers, mechanics, and the educational transportation fleet.

DUTIES:

- Ensures that buses, transportation equipment, property and facilities are kept in a safe condition by meeting the necessary codes and safety requirements,
- Supervises all Sagkeeng Educational Authority Transportation staff,
- Insures that drivers, mechanics and other transportation staff have the required licenses, and follow required statutes, standards and departmental policies and rules are followed by all Transportation staff,
- Implements and maintains a preventative maintenance program for school bus and other assigned equipment's maintenance and operation,
- Maintains accurate record of fuel, maintenance and operating expenses for the transportation fleet and exercises effective over control expenditures related to approved transportation budget,
- Supervises and approves the availability of transportation equipment and use for field trips and extra-curricular activities including use of equipment and drivers for other approved parties,
- Investigates, prepares reports as required and makes recommendations on improvements to the Transportation program,
- Oversees emergency situations and emergency repairs as they relate to transportation. This includes being "on-call" outside of regular hours of employment,
- Investigate accidents involving transportation equipment, prepares reports on findings and where possible institutes procedures to prevent recurrence, as well as insuring that all accidents are promptly and properly reported to the proper authorities and insurance agents,
- In conjunction with the school Principals, resolves serious student behaviour and incidents on the school bus,
- Ensures all Sagkeeng Educational Authority forms are prepared and submitted in accordance to expectation and timelines,
- Performs other duties as assigned by the Education Director.

QUALIFICATIONS:

- Grade 12 or equivalent,
- Possess or the ability to obtain a Valid Manitoba Class 2 driver's licence and a valid School Bus Operator's Certificate,
- Possess or the ability to obtain a School Bus Trainer's Certificate as endorsed by the province,
- Provide satisfactory driver's abstract,
- Strong interpersonal and communication skills, written and verbal,
- Ability to work independently and collaboratively with others in a participative environment and experience in a management/supervisory role is an asset,
- Attention to detail and the ability to write and present detailed reports,
- Ability to maintain confidentiality with respect to all matters pertaining to students, staff and families in all verbal and written communications,
- Possess good working habits (punctuality and attendance)
- Working knowledge of provincial laws and regulation as they apply to public transportation is an asset,
- Clear criminal record and abuse registry checks



APPLICATION DEADLINE
August 5, 2022

Interested applicants must submit:

- a cover letter / resume,
- Criminal Records and Vulnerable Sectors Check
- Child Abuse Registry (or proof of application)
- Photocopy of driver's license

Attention to:

Sagkeeng Jobs
Box 8, Fort Alexander, MB
R0E 0P0

Cover letters and résumés can be mailed to the above address or emailed to jobs@sagkeeng.ca,

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

Please be advised that only those selected for an interview will be contacted

PLEASE NOTE: Applicants without current/updated contact information may be removed from the competition.