



ASSISTANT MANAGER OF TRANSPORTATION **Continuing, Full-Time**

The Chilliwack School District is seeking applications for the excluded position of Assistant Manager of Transportation. Reporting to the Director of Facilities and Transportation, the successful individual is responsible to assist with the planning and operation of the Transportation Department of the District.

THE COMMUNITY AND SCHOOL DISTRICT

Chilliwack is situated in the beautiful Upper Fraser Valley, just 90 minutes from Vancouver on the on the Stó:lò unceded traditional territory of the Pilalt, Sema:th and Ts'elxwéyeqw tribes. Chilliwack is a thriving and growing community of 90,000. The school district is well known for its dedication to quality educational programs, its effective collaboration with community, parents, students and employee groups. Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose. The District has approximately 14,000 students with approximately 2000 employees, and an operating budget of \$154 million.

THE POSITION

The Assistant Manager of Transportation will be responsible for the following:

- Assist the Transportation Manager with the coordination of day-to-day operations in the Transportation department
- Process inquiries and concerns reported to the Transportation department and follow up with bus drivers, parents, the public and schools
- Assist the Transportation Manager with the dispatch of casual replacement bus drivers, scheduling of after hour call outs, staff requests for leave of absence, payroll reconciliation and file management
- Assist with management of the transportation shop, employees, and compliance of the district's maintenance program for all district maintenance vehicles and equipment including School buses
- Assist with the annual bus route review process
- Assist in the selection, orientation and onboarding process of new transportation staff
- Assist with the preparation and management of the department's budget and fleet purchasing and replacement program
- Ensure proper reporting and investigation of workplace incidents
- Liaise with community stakeholders and attend safety meetings
- Assist with scheduling and organizing transportation meetings
- Assist with organization of staff professional development and driver training
- Monitor and ensure bus drivers are adhering to SD33 protocols and procedures
- Assist the Transportation Manager with matters related to employee performance, training and development, misconduct and discipline
- Act as backup for Transportation Manager
- Perform other duties and tasks as assigned



THE APPLICANT

The successful applicant will possess:

- Excellent interpersonal and written communication skills
- Ability to communicate effectively, establish and maintain positive working relationships with co-workers, schools, parents, and other community stakeholders
- Ability to supervise in a Union environment
- Able to interpret and effectively manage multiple and competing priorities and timelines
- Mapping and/or bus routing software experience preferred
- Computer skills appropriate for the responsibilities and duties

REQUIRED EDUCATION, CERTIFICATES AND EXPERIENCE

- Grade 12 graduation
- A minimum of 2-4 years of related experience in the transportation sector with a minimum of one year experience managing staff
- Post-secondary courses in management preferred
- Valid BC Driver's License class 2 with Air Brake Endorsement preferred
- Inspection Facility Operator Certificate preferred

Interested candidates must submit their application complete with resume, documentation supporting credentials and three professional references with permission to contact each in confidence. Application packages must be received by **4:00 p.m., December 9, 2022**. Interested applicants must apply electronically through www.makeafuture.ca/chilliwack to: **Rachael Green, Assistant Director of Human Resources, School District No. 33 (Chilliwack), 8430 Cessna Drive, Chilliwack, B.C. V2P 7K4, Phone: 604-792-1321**