

Support Job Posting

Printed: Apr 28, 2023 at 11:51am

posting Posting: 9352 Assistant Transportation Manager

Description: School District No. 59 (Peace River South) is seeking applications for the position of Assistant Transportation Manager. This is an excluded position that will regularly be scheduled to work from 9:30-5:30 Monday to Friday, additional work beyond those times may be required from time to time. The Assistant Transportation Manager will be responsible for assisting the Transportation Manager in planning and administering a safe and efficient student transportation system in accordance with the Education and Motor Vehicle Acts, relevant regulations and school district guidelines and policies. Responsibilities include, but are not limited to,

- creating and administering a driver training program
- maximize efficiencies on GPS routing system
- reviewing procedures for pre-trips
- oversees and participates in daily transportation communication
- plans and manages transportation routes, this includes maintaining a computerized routing system

As part of School District No. 59's management team, reporting to the Transportation Manager and Director of Operations, the successful candidate will be a talented management professional with the ability to ensure exemplary operation of the transportation department.

Qualifications and requirements:

The successful candidate must have a minimum five (5) years leadership and administrative experience in an industrial/institutional setting and must have excellent interpersonal, oral, and written communications skills to communicate effectively

Apply by email: hr@sd59.bc.ca

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Please state your order of preference if you are applying for more than one position.
If you do not get a reply to your e-mail, then I did not receive it.

Thank you.

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with a diverse group of colleagues, staff, public and regulating authorities.

Class 1 or 2 licence is required, a BC or Interprovincial Trade Qualification is preferred. The successful candidate will be required to provide and maintain a clean drivers abstract; clear criminal record checks are a requirement of employment.

Knowledgeable in bus driver training programs.

Ability to organize, direct and supervise while maintaining effective work relationships with people in a busy office environment is a must. Demonstrated ability to exercise considerable independent action in the performance of all duties.

Interested candidates must submit a resume complete with documentation, transcripts, credentials and/or experience, along with two (2) professional references with permission to contact each in confidence.

Candidates with partial qualifications and a willingness to upgrade are encouraged to apply.

Only those applicants considered for an interview will be contacted.

For specific details in the position and responsibilities please contact Wade Simlik, Director of Operations, at 250-782-8571.

Note: open to external applicants.

To apply, please submit application, resume and supporting documentation to Brittany Faulkner, Director of Human Resources, 11600 - 7th Street, Dawson Creek, BC V1G 4R8 or via email to bfaulkner@sd59.bc.ca.

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Closing Date: Monday, May 15, 2023 @ 11:00 am

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