



The Cowichan Valley School District invites applications for the role of Assistant Manager of Transportation

The Region

Situated in the beautiful Cowichan Valley on southern Vancouver Island, the Cowichan Valley School District is located between Victoria and Nanaimo. The Cowichan Valley School District extends north to Saltair, south to Spectacle Lake on the Malahat and west to the Lake Cowichan region. We are honoured to be learning on the ancestral and unceded territories of the Quw'utsun, Malahat, Stz'uminus, Penelakut, Halalt, Ts'uubaa-asatx and Lyackson peoples. The District serves a student population of approximately 8,700 students of which 1,700 identify as Indigenous. The School District has 23 school sites and an annual budget of over \$111 million. Further information regarding the School District can be obtained at www.sd79.bc.ca.

Purpose of Position

Reporting to the Transportation Manager, the Assistant Transportation Manager will be a member of the Cowichan Valley School District Operation Department leadership team. In this role, the incumbent will support the Transportation Manager in the coordination, management, and facilitation of the district transportation department.

Specific Accountabilities / Deliverables

- 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
- May on occasion be required to work in the evening and/or on weekends
- 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, fleet purchasing and replacement program
- Assist with reporting and investigation of workplace incidents
- On occasion may 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 Cowichan Valley School District protocols and procedures

- Assist the Transportation Manager with matters related to employee performance, training and development, misconduct, and discipline
- Act as backup for the Transportation Manager
- Perform other duties and tasks as assigned

Education/Experience

- Grade 12 graduation
- A minimum of 2-4 years of related experience in the transportation sector
- Post-secondary courses or course work in management preferred
- Valid BC Driver's License class 2 with Air Brake Endorsement preferred

To view the original posting, please visit Make a Future at <https://bit.ly/3PaV17D>.

How to apply:

Applications should include a cover letter, a detailed personal résumé with three supervisory references, transcripts, and any other relevant supporting documentation. Please submit all documents in one PDF file.

Please apply via email to Jen Christenson, Manager of Human Resources, by 12:00pm Friday, September 22, 2023 at jchristenson@sd79.bc.ca

We appreciate all applicants, however, only those candidates selected for interviews will be contacted.