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## OPPORTUNITY PROFILE MANAGER, TRANSPORTATION



the right people

## ABBOTSFORD SCHOOL DISTRICT | MANAGER, TRANSPORTATION

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## THE ORGANIZATION

## ABBOTSFORD SCHOOL DISTRICT

Established in 1946, the Abbotsford School District consists of forty-six schools, including 31 elementary schools, six middle schools, six secondary schools, and two combined middle-secondary schools. The District services a wide and dispersed audience within the City of Abbotsford, with approximately 19,000 students and 2,500 full and part-time staff. Abbotsford is a high achieving district committed to excellence and continuous improvement, with a variety of offerings including District programs, a provincial online learning school, Aboriginal Education Centre, a robust international student program, a continuing education program, and a substantive annual summer school program.

Abbotsford School District celebrates one of the highest graduation rates in BC and is the largest employer in Abbotsford, which is the third most ethnically and culturally diverse community in Canada. Furthermore, the District honours the traditional territory of the Sumas First Nation and Matsqui First Nation on which its schools are located and ensures the provision of programs and services to students and families are sensitive to the cultural protocols of these two communities. Abbotsford has an ambitious and forward-thinking strategic plan designed to fulfill its mission of “preparing and inspiring our students for a lifetime of success through respect, opportunity and innovation,” and the district provides learners of all ages and abilities with a range of choices and the best possible educational support.

To learn more, please visit the Abbotsford School District’s [website](#) or the District’s [YouTube channel](#).

## THE OPPORTUNITY      MANAGER, TRANSPORTATION

Reporting to the Director of Facilities and Transportation, the Manager, Transportation will be responsible for overseeing and supervising the safe conveyance of passengers to and from district facilities, in addition to the operation and maintenance of the District school bus fleet.

This is an exciting opportunity for an experienced transportation and fleet management professional to join a high performing team. With 50 buses and a light fleet comprised of an additional ~100 pieces, there is room for continued capital investment, automation, and operational best practices. Down the road, there will be opportunities to focus on fleet electrification and other technology-related initiatives.



### Key Responsibilities

Under the direction of the Director of Facilities, the Manager is responsible for the following activities:

- Supervising, maintaining and operating the District's school bus fleet and personal communication systems;
- Establishing and implementing a comprehensive driver training and testing program;
- Establishing, reviewing, revising, and implementing bus routes, walk limits and special needs busing, seeking the input of administrators and senior management as required;
- Overseeing the establishment of daily work schedules to ensure the efficiency of services performed and in compliance with the Collective Agreement;
- Establishing, reviewing, revising and implementing safety criteria and procedures;
- Operating and enhancing the computerized transportation system, ensuring the most efficient and effective use of District resources;
- Evaluating services performed to ensure that District transportation needs are met and maintained in accordance with established policies, procedures, regulations and codes;





- Developing detailed plans and projections concerning the transportation of students in advance of needs;
- Recommending upgrades and replacements to the Director of Facilities regarding the District's school bus fleet and communication systems (vehicle two-way radios/cellular and portable telephones);
- Establishing a regularly scheduled safety inspection of drivers, ensuring assignments are completed with efficiency and standards are maintained;
- Assisting in the establishment of detailed specifications for equipment, materials and supplies, and submitting requisitions for approval and purchasing well in advance of need;
- Recommending improved work methods and/or equipment used in order to provide the most efficient and effective service to users;
- Maintaining responsibility for the maintenance and training of effective emergency evacuation procedures for District school buses;
- Participating in the recruitment, development, coaching, training, discipline and performance evaluations of staff;
- Maintaining a working knowledge of the work in progress, making the appropriate adjustments as required - ensuring all projects are completed in a timely manner in accordance with established policies, procedures, regulations and codes;
- Assisting in preparing and implementing policies and procedures; maintain a working knowledge of policies, procedures, regulations and codes related to the position / District;
- Participating in the budgeting process; participating in departmental management meetings; and
- Maintaining a thorough working knowledge of related provincial, municipal and vehicle codes and regulations pertaining to the transport of students and the maintenance of the fleet.

## THE PERSON

The Manager should be professional and experienced leader who understands the complexities of large, public-sector organization. Possessing an inclusive and transparent leadership style, they build engagement by creating a true team environment and leveraging the considerable expertise and strengths that exist within the department. The Manager is decisive and possesses the expertise to assist Abbotsford SD with complex decision-making, as well as guiding staff through challenging initiatives. The Manager should bring a high degree of political acumen and build strong relationships with a wide array of stakeholders.



### Professional and Personal Qualifications

- Five+ years management experience in a related setting, with deep knowledge and understanding of all aspects of transportation management;
- Successful completion of a supervisory or management skills credit course;
- Knowledge and experience with life cycle equipment analysis;
- Experience in strategic planning, budgeting, developing goals, and identifying measurable objectives;
- Working knowledge of provincial, municipal and vehicle regulations and codes;
- Ability in computer operation, including working with MS Office and computerized transportation system;
- Working knowledge of WHMIS and WorksafeBC OHS regulations and the demonstrated ability to work in a manner that recognizes personal safety and the safety of others;
- Ability to maintain effective work relationships with internal and external contacts;
- Ability to use tact and discretion and maintain confidentiality;
- Positive interpersonal and leadership skills, and the ability to develop teams and foster an environment which promotes teamwork;
- Ability to positively resolve conflict situations;
- Understanding and awareness of cultural diversity; and
- Effective communicator, both orally and in writing, and to relate to the public and the District in a professional, respectful, positive and courteous manner.





## Competencies and Personal Characteristics

**Leadership** - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

**Accountable** – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

**Strategic** – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

**Integrity and Honesty** – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

**Influential and Collaborative** – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

**Creativity and Innovation** – Develops new insights into situations; questions conventional approaches; encourages new ideas ; designs and implements new or cutting edge programs/ processes

**Effective Working Relationships** – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

**Communication** – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

**People Development** – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

**Student Focused** – Anticipates and attends to the needs of internal and external stakeholders of the organization; keeps student interests in the forefront.



## COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

## FOR INFORMATION PLEASE CONTACT:

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