

# Foreman, Transportation



**Job Type:** Permanent, Full-time

**Hourly Wage:** \$41.10 Per Hour

**Location:** Facilities – 31759 King Road,  
Abbotsford, BC

**Hours of Work:** Monday - Friday, 7:00 am – 3:30  
pm

**Closing date:** Open until filled

*The Abbotsford School District is located on the traditional and unceded territory of the Stó:lō people, the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.*

## Why Abbotsford?

Located under an hour from Vancouver, the Abbotsford School District is settled in the heart of the beautiful Fraser Valley and surrounded by spectacular mountain views.

## Why the Abbotsford School District?

Every day, in every classroom and office at Abbotsford School District, our employees provide a world-class, innovative educational experience for over 19,000 students. We provide a workplace that fosters creativity, inspires excellence, and challenges everyone to embrace growth.

Working in public education is both challenging and rewarding, but at the Abbotsford School District we truly believe that every one of our employees has the opportunity to help children learn, grow, and succeed.

## Position Summary:

Under the direction of the Manager—Transportation, the Foreman—Transportation, supervises, directs and coordinates the day-to-day operations of the department with emphasis on assigning tasks and setting priorities for mechanics and dispatchers. Although the Transportation Foreman’s primary responsibilities are in administration, supervision and direction, the incumbent may also work as a member of the crew for which he/she is responsible. This position is also responsible for coordinating all new and refresher bus driver training.

Work involves estimating, planning and scheduling, ordering materials, supervision and evaluation of work, maintaining records for job costing and operating computer equipment to input and retrieve data, as required. The incumbent is responsible for the timely completion of assigned work within the budget and as required.

Considerable experience as a Bus Driver and Commercial Transport or Heavy Duty Mechanic is necessary. Work is performed under minimal supervision and considerable independence of judgment and action is

required in the discharge of a foreman's duties, although unusual problems may be referred to the Manager of Transportation or designate.

## **Specific Accountabilities:**

### **Supervisory Role**

- Developing and maintaining a positive and proactive team environment.
- Estimating, planning, coordinating and scheduling work assignments.
- Advising dispatch staff in matters regarding student discipline, bussing complaints and customer service concerns.
- Assigning, directing, coordinating work, and supervising student bussing activities, vehicle maintenance and repairs through to completion; overseeing the compilation of student bussing schedules in preparation for "Bid Day".
- Supervising and evaluating work of Dispatchers and Mechanics, including providing leadership and direction to transportation staff, while maintaining a positive team environment.
- Ensuring competency; taking responsibility to recommend changes, improvements and/or direction with respect to assigned staff, ensuring that work is completed within standards established by the district and that all applicable codes requirements, by-laws, policies and regulations are met; enforcing safety regulations, including WorkSafe BC and district safety practices, policies and procedures.
- Maintaining cost records and ensures that projects are within budget (or estimate) and are completed within the specified time, working within budget guidelines; assisting with preparation of annual budget.
- Reviewing timesheets for accuracy and completeness; approving invoices for payment and other District forms.
- Recommending, developing and applying new or improved work techniques and methods employed in the applicable trade; providing training in new techniques or methods to assigned staff.
- Assisting the Manager—Transportation or designate in the interviewing and final selection of Casual Bus drivers and Mechanics; ensuring strict adherence to the District's Bus Driver training plan standard.
- Assisting in the implementation of the District Winter Operations plan and responding to any emergency situations as required; assisting in the development and implementation of effective preventive and planned maintenance programs; drafts and distribute the annual Preventive Maintenance (PM) program schedule.
- Liaising with staff and external agencies in the performance of job related duties.
- Acts for Manager, Transportation when required.

### **Bus Driver Training and Development**

Overseeing all aspects in the training and development of bus drivers; this includes:

- Organizing, coordinating and/or teaching new or refresher Bus Driver Professional Development training sessions throughout the school year;
- Oversees the training of all Crossing Guards;
- Evaluating and providing detailed post training reports;
- Assessing training needs on an individual and departmental level, including bus driver training plans as required;

- Tracking and maintaining a training database.

#### **Administrative Role**

- Ordering required equipment and materials and scheduling delivery of same; recommending materials required as stock and authorizes the issuance of stock to subordinates; maintaining and updating parts and materials inventories; preparing draft specifications for the selection and purchase of shop equipment and tools.
- Preparing estimates for labour and materials for work requests; prepares daily, monthly and annual operating reports and district forms.
- Utilizing computer equipment and software applications (SchoolDude & Edulog) to input and retrieve student bussing information and vehicle preventive maintenance and repair information.
- Scheduling bus repairs or bus servicing outside of the transportation department with the appropriate service company.
- Operating tools and equipment of the trades, as required.
- Maintaining confidentiality in all matters relating to the school district
- Performing all other such duties as may be assigned by the Transportation Manager.

#### **Qualifications:**

Grade 12 diploma, or equivalent; supplemented by a current British Columbia or Interprovincial Trade Qualification – Commercial Transport or Vehicle Technician with a Commercial Air Brakes for Mechanics. A minimum of 5 years' recent and related experience; 2 years' recent supervisory experience; and successful completion of a Supervisory Skills credit course. A valid Class 2 BC driver's license with air brakes certification. As well, the incumbents also require the following:

- Proven ability to use Microsoft Office programs, internet and internet-based programs, with the ability to learn other software programs;
- Positive interpersonal and leadership skills, and the ability to develop teams and foster an environment which promotes team work;
- Proven ability to determine, judge and select appropriate courses of action in accordance with established policies and procedures;
- Understanding and awareness of cultural diversity;
- Proven ability to multi-task, prioritize, self-motivate, and meet deadlines;
- Proven ability to communicate effectively both orally and in writing, and to provide service and relationship to the public and School District in a professional, respectful, positive and courteous manner;
- Proven ability to establish and maintain positive, effective work relationships in a team environment at all times;
- Proven ability to use tact and discretion and maintain confidentiality in matters pertaining to the School District;
- Working knowledge of WHMIS and WorkSafe BC occupational health and safety regulations and the demonstrated ability to work in a manner that recognizes personal safety and the safety of others;
- Ability to be flexible, adaptable and resilient to change;
- Ability to explain complex or simple instructions or information clearly to others;
- Proven ability to safely repair and maintain both automobiles and school buses;

- Current knowledge of trade standard practices, methods, technology, tools, equipment, by-laws, regulations and codes applicable to the transportation field;

### **How to Apply:**

Please submit your application via one of the methods listed below:

- Make a Future website <https://bit.ly/49ySy6B>
- Email your cover letter and resume to [hr@abbyschools.ca](mailto:hr@abbyschools.ca)