

ROLLING RIVER SCHOOL DIVISION REGULATION

Assistant Transportation Supervisor Job Description

GDAAC/R

Position Title: Assistant Supervisor of Transportation

Reports To: Transportation Supervisor

Job Purpose and Objectives

Contribute to the overall goals and objectives of the Rolling River School Division by providing maintenance and repair services to ensure effective and safe operation of all School Division buses and vehicles while providing transportation services to various user groups within the School Division.

To provide support to the Transportation Supervisor in the day-to-day operation and supervision of the Transportation Department and to provide leadership to the Transportation Department and staff in the absence of the Transportation Supervisor.

Education

The minimum education requirement for this position is graduation from Grade 12 and completion of a recognized Vehicle Mechanics trades program or equivalent.

Additional Skills and Training

Required:

- Journeyman Mechanic Trades Certificate / Ticket
- Complete set of hand tools required to perform daily repairs on School Division buses and vehicles
- Valid Class 5 Drivers License
- The ability to work unsupervised and as a team member
- Ability to communicate effectively with people both orally and in writing
- Have or successfully complete the School Bus Operators program and obtain and maintain a valid Class 2 Drivers license and a School Bus Operators Certificate within three months of date of hire.

Preferred:

- Truck Transport Mechanic Trades Certificate / Ticket
- Current WHMIS training and certification
- Current Class 2 Manitoba Drivers License / School Bus Operator's Certificate
- Vehicle inspection experience and certification as a vehicle Inspector

Experience

A minimum of five years prior work related vehicle Mechanic related experience or equivalent is required.

Prior supervisory experience is preferred.

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Key Responsibilities

To plan and perform day-to-day maintenance and repair of Division school buses and vehicles and be responsible for the day-to-day operations of the Transportation Department in the absence of the Transportation Supervisor.

- School Bus – Vehicle Repair and Maintenance
 - Plan and perform trades and general maintenance duties required for repair / maintenance of all division owned buses and vehicles.
 - Order and purchase bus and vehicle parts and supplies to a maximum of \$500 as delegated by the Transportation Supervisor.
 - Ensure all work meets regulatory and legislative requirements
 - Follow safe work procedures.
- Administration:
 - Process vehicle repair and maintenance work orders and complete administrative activities required in transportation operations and projects.
 - Assist Transportation Supervisor and other mechanics/ garage staff to plan, schedule and perform vehicle repairs and maintenance activities.
 - Maintain materials and supplies inventory and inventory systems.
- Communication:
 - Assist the Transportation Supervisor to prioritize projects, maintenance and repair activities.
 - Advise the Transportation Supervisor of any situations that are unusual as they relate to bus and vehicle maintenance and repair.
 - Effectively communicate and maintain positive relationships with colleagues, Division staff, suppliers and administration staff.
 - Operate the radio systems for business reasons as required to maintain effective communication with the Division buses and vehicles.
 - Maintain a Division bus radio in your home for after hours use as required.
 - Receive, refer and respond to inquiries, complaints and requests as required.
- Supervision:
 - Supervise the operation of the Transportation Department and provide direction on workload management for Mechanics and Bus Drivers in the absence of the Transportation Supervisor.
 - Assist the Transportation Supervisor to interview, train and orient new Bus Drivers and Mechanics.
 - Assist the Transportation Supervisor and assume responsibility in his/her absence to book buses and assign drivers to cover driver absences, for extra and co-curricular trips.
- Other job-related duties as required and /or assigned by the Transportation Supervisor.

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COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, take initiative to plan and perform work, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

Index Policy

Regulation: *Duty List for Mechanic - Transportation Supervisor*

Date Adopted: January 12, 2006