

WINNIPEG SCHOOL DIVISION

Winnipeg School Division (WSD) nurtures a welcoming and inclusive culture of people committed to working together to inspire students to reach goals and achieve academic success. WSD is the largest school division in the Province of Manitoba with over 33,000 students and 6,000 employees. To ensure WSD's continued success as a leader in education and innovation, we're committed to finding and developing the right people to join our team.

ASSISTANT SUPERVISOR OF STUDENT TRANSPORTATION SERVICES **SECRETARY TREASURER'S DEPARTMENT** **FULLTIME - PERMANENT**

The Secretary-Treasurer's Department is responsible for the corporate secretary and business functions of Winnipeg School Division including: the administrative management of the functions of the Board of Trustees, its committees and related matters; legal matters and liaison with the Division's solicitors; contract administration; records management; and the administration of the business affairs of the Division.

Student Transportation Services is part of the Secretary Treasurer's department and is responsible for the maintenance and safe operation of the fleet of division owned school buses including routing and training of all bus drivers in accordance with division policy, the Public Schools Act and all relevant regulations of the Highway Traffic Act, Traffic Compliance and other regulatory bodies.

Under the direction of the Supervisor of Student Transportation Services, the Assistant Supervisor is responsible for the safe and reliable operation of Student Transportation, including routing, scheduling and bus maintenance in compliance with safety and operational standards and regulations.

This position requires an individual who:

- can work independently and within a team environment, as well as demonstrate the ability to develop strong interpersonal working relationships
- has excellent verbal and written communication skills and the ability to interact effectively with staff and individuals from other departments, schools, divisions and/or outside organizations
- has strong organizational skills and the ability to prioritize and meet deadlines in an environment with multiple interruptions
- can demonstrate the ability to set and attain goals and objectives along with proved analytical skills
- has knowledge of Divisions software, policies, procedures, and collective agreements as an asset

Qualifications:

- Experience working in a bus transportation environment
- Experience in a supervisory and managerial capacity
- Experience with routing and scheduling
- Red Seal Trade certification as a Truck/Transport or Bus Mechanic would be an asset
- Valid Class 5 driver's license
- Valid Class 2 driver's license would be an asset, however, training will be provided to obtain the Class 2 license

***Interested individuals may apply online at www.winnipegsd.ca/careers on or before:
12:00 noon, Monday, March 21, 2022.***

Click the button "Apply Online" and log into your account. First time users will be required to create a profile to apply.

Employment is subject to a clear Child Abuse Registry check and Police Information check.

Winnipeg School Division has an Employment Equity policy which strives towards a fair representation of Women, Indigenous people, persons living with a disability and minorities at all levels within the organization. Winnipeg School Division will provide reasonable accommodations to applicants disabled by barriers during the interview and assessment process, upon request.