



TRANSPORTATION SUPERVISOR

| | |
|----------------------|--|
| Job Code: | 3864112 |
| Location: | Stony Plain, Alberta |
| Closing Date: | December 13, 2024 |
| Website: | www.psd.ca |
| Apply Online: | www.psd.ca/employment/current-openings |
| Company Information: | The Parkland School Division 4603-48 Street Stony Plain, Alberta T7Z 2A8 |

Parkland School Division (PSD) is offering a rewarding opportunity to contribute to a school division that empowers students with the confidence, resilience, insight, and skills needed to thrive in a rapidly changing world. PSD is home to a dynamic and inclusive work environment that offers professional growth opportunities, a flexible health benefits package, and a commitment to diversity. Join us and help shape the future of education while making a meaningful impact.

Who we are and what we value:

Parkland School Division (PSD) is a large progressive school jurisdiction serving Spruce Grove, Stony Plain, Parkland County and Athabasca Delta Community School in the northern remote community of Fort Chipewyan. It's home to over 12,500 students in both urban and rural settings among 23 sites, including outreach schools and alternative education programs.

Our values are what guide us. We strive for learning opportunities that are purposeful, essential, relevant, authentic and responsive while aiming for excellence in achievement. PSD also values trustworthy, respectful relationships that promote resilience as students and staff work towards our Ultimate Goal: Student Success & Well-being.

The Opportunity:

The Transportation Supervisor reports to the Director of Transportation. This position will be located at the Centre for Education in Stony Plain, Alberta. Will oversee and ensure the efficient and safe operation of student transportation services. This role involves supervising staff and contractors, monitoring compliance with regulations and policies, addressing transportation-related concerns from parents and

schools, and optimizing bus routes for safety and efficiency. They assist with budget planning, analyze contractor performance, and ensure fleet management and operational readiness. The position requires leadership, regulatory adherence, and effective communication while being prepared to respond to emergencies or adverse weather conditions

Typical Duties

- Guides, oversees, supervises, and evaluates all Transportation Associates, Planners, and Transfer Site Monitors, including responsibilities for hiring, disciplining, and terminating staff as necessary.
- Reviews and approves route modifications, and advises the Director on a regular basis.
- Ensures Transportation Services' staff and contractor's personnel comply with Parkland School Division Transportation Services Operating Regulations and guidelines.
- Communicates with parent(s)/ guardian(s), schools, and general public regarding transportation related inquiries.
- Communicates with contractors and their personnel regarding operations management, and advises the Director.
- Assists staff in resolving transportation related issues with parent(s)/guardian(s), students, schools, and general public.
- Oversees routine events that impact daily student transportation operations.
- Collaborates with schools and other Departments within Parkland School Division to ensure Divisional guiding principles are maintained.
- Monitors and evaluates bus routes to ensure safe and efficient operation of the transportation network. Ensures that any findings are properly documented and rectified.
- Assists the Director in planning for the Transportation Services budget, Board reports, meetings, and Transportation Services' events.
- Monitors contracts for compliance, and advises the Director of any non-compliance issues.
- Analyzes contractor performance and advises the Director on a regular basis.
- Monitors transportation equipment and infrastructure to ensure compliance with Provincial Regulations, Divisional Policies and Administrative Procedures.
- Ensures all appropriate documentation is maintained for Fleet Management purposes, and advises the Director.
- Maintains the Provincial Regulations, PSD Operating Regulations, and Departmental guidelines.
- In adverse weather conditions, be proactive by checking forecasts and road conditions early in the morning.
- Capable of being available and prepared to respond to potential collisions or safety events as necessary.
- Performs other duties as assigned by the Director of Transportation Services.

Knowledge and Skills

Required prerequisites:

- Relevant Degree or Diploma equivalent from a two-year college or technical school and 5+ years' experience in a transportation operation supervisory position or an equivalent combination of education and experience.
- Ability to work well under pressure, manage competing demands and meet tight deadlines with strong follow-through.
- Ability to adhere to regulatory laws, policies, and practices as it relates to school divisions and student transportation.
- Ability to identify training needs of supervised employees.
- Thorough knowledge of student transportation.
- Strong leadership skills to guide individuals who report directly to this position. Proven capability to work with people to achieve positive results.
- Possess strong interpersonal, communication and time management skills.
- Possession of or willing to obtain a Valid Class 2 Driver's Licence with 'S' Endorsement with 1 year of employment and must produce and maintain a clear driver's abstract.
- Has the ability to drive under adverse weather conditions.
- Has, or is willing to obtain standard first aid and other training as prescribed by the Division.
- Ability to lift a minimum of 50 lbs.
- Ability to work in various indoor and outdoor weather conditions.
- This position also requires a clean Criminal Record Check and Child Intervention Record Check.
- Computer Skills: Microsoft Office, Google Apps, ERP systems, databases, Logistical Management software etc.

Team Leadership & Development

- Provide direction, support, and mentorship to Transportation Associates, Planners, and Transfer Site Monitors, fostering professional development and promoting a culture of safety and efficiency.
- Assign tasks and review the performance of staff to ensure effective operations, adherence to policies, and high-quality service.
- Conduct performance evaluations and contribute to hiring, training, and developing team members to maintain a well-trained and capable transportation team.

Knowledge, Skills & Attributes:

Leadership Skills: Ability to motivate and guide a team, including Transportation Associates and contractors, to achieve safety and operational objectives. Effectively adapt to changing transportation needs, priorities, and challenges.

Adaptability: Ability to adjust to dynamic environments, schedules, and weather conditions while maintaining safe and efficient transportation operations.

Communication Skills: Open and clear communication to address transportation-related concerns with parents, schools, contractors, and staff. Strong written and verbal communication skills to convey operational updates and policies effectively.

Relationship Building: Ability to develop and maintain positive partnerships with internal stakeholders (schools, departments) and external partners (contractors, parents) to ensure smooth transportation services.

Problem Solving & Judgment: Strong knowledge of transportation logistics and safety regulations. Skilled in analyzing routes, addressing operational issues, and making informed decisions under pressure to ensure efficiency and safety.

Impact and Influence: Ability to establish credibility and trust with staff, contractors, and stakeholders. Works collaboratively to implement solutions that enhance service quality and operational efficiency.

Strong Interpersonal Skills: Supervises transportation staff, resolves conflicts, manages emergency situations (e.g., accidents or severe weather), and handles confidential and sensitive issues with professionalism.

Compensation:

This is a year-round position, working both during the school year and over school breaks, as part of the Non-Union Group (NUG) of employees.

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

How to Apply:

Applying is a two-step process. First you must register and create a portfolio, then you must apply to the job posting by following the steps below:

- Click the position title of the job that you wish to apply to and then scroll down to the bottom of the page and click 'APPLY'.
- Jobs that you have applied to will appear under the 'Jobs Applied To' tab in the Job Postings section. You will also receive a confirmation email.

For technical support while applying to a position online, please contact our service provider for assistance:

Apply to Education

Phone: 1-877-900-5627

Email: info@applytoeducation.com

Hours: 5:30am-5:00pm, Monday through Friday

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.