

**POSITION DESCRIPTION**

**POSITION TITLE: SUPERVISOR OF TRANSPORTATION AND MAINTENANCE**

**POSITION DESCRIPTION:**

Reporting to the Superintendent/CEO, the Supervisor of Transportation and Maintenance will be responsible for the management of the Transportation and Maintenance functions within the Division.

**POSITION RESPONSIBILITIES:**

**Transportation**

1. \*Plans and executes all bus routes within the Division, in such a manner as to maximize efficiency, safety, and comfort.
2. Implement transportation within the parameters of Division policy and procedure, and contribute to the revision and/or creation of policy as required.
3. Ensure the bus fleet meets safety requirements as per Manitoba Pupil Transportation, including regularly scheduled bus inspections.
4. Maintain accurate records of bus maintenance and fuel costs, and maintain control of associated budgets.
5. \*Maintain the scheduling of school buses and drivers for all extra-curricular and field trips.
6. Make recommendation to the Superintendent/CEO for ongoing efforts to improve the operation and/or efficiency of student transportation.
7. Avail themselves to parents, school principals, and community for any questions/concerns related to student transportation.
8. Monitor weather and/or road conditions, and make recommendation to the Superintendent/CEO in relation to potential bus cancellations.
9. Oversee emergency situations and/or emergency repairs, including being on-call as needed outside of regular hours.
10. Investigate any accidents involving school buses, report to authorities, and make recommendations for improvement where applicable.
11. Work with school principals to resolve any student behaviour concerns on busses.
12. \*Ensure any divisional and/or provincial forms are completed within expected timelines.
13. Keep the Superintendent/CEO informed on all aspects of school bus transportation, and prepare reports for Board meetings as required.
14. Provide supervision, direction, and evaluation for all drivers and mechanics.
15. Facilitate school bus driver training and recruitment, as required, as well as professional development for drivers and mechanics.

\*Assistance will be provided to the Transportation and Maintenance Supervisor by division office personnel.

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Maintenance

1. Prepare and submit to the Superintendent/CEO, plans and cost estimates for proposed projects to be undertaken within the budget year.
2. Maintain projections, estimates, and records of all repair, maintenance, and capital projects, including the submission of monthly reports to the Superintendent/CEO.
3. Consult with Principals and the Superintendent/CEO in the preparation of annual budgets, and ensure they are not exceeded.
4. Cooperate with school administration and staff to minimize disruption when repairs and maintenance tasks are being completed.
5. Consult with school principals and head custodians to identify long term capital needs, and annually submit the five year capital plan to the Public Schools Finance Branch.
6. Oversee the operation and maintenance of school division heating and cooling equipment.
7. Receive and process all requisitions with regards to cleaning supplies, maintenance, supplies as well as grounds and equipment.
8. Serve as the site-based manager of maintenance in the absence of school principals.
9. Approve and schedule vacation time for custodial staff.
10. Establish and oversee preventative maintenance schedules for all sites
11. Regularly inspect buildings and grounds for hazards, and take corrective action where required.
12. Facilitate the professional development for all custodial staff as required.
13. Oversee the completion of any work performed by external trades or repair personnel.
14. Participate or chair committee meetings as directed by the Superintendent/CEO, including but not limited to the division Workplace Safety and Health Committee.
15. Perform other special projects and/or duties as assigned by the Superintendent/CEO.

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