

**SUPERVISOR OF BOARD-OWNED BUS SERVICES****WESTERN REGIONAL OFFICE****NON-UNION, 35 HOURS/WEEK, PERMANENT****Competition #: WRO SBOBS 2016-032****Salary Scale (HL-15): \$50,134 - \$65,174**

Reporting to the Manager of Student Transportation, this position assists in the supervision of mechanics staff and school bus drivers engaged in the transportation of students to and from school and on extra-curricular trips for the Board-Owned transportation system. This position will be responsible for the development and enforcement of policies and procedures and compliance with OH&S legislation, the Highway Traffic Act and the Public Tender Act. This position will be responsible for efficient fleet management, inventory management, preventative maintenance and fuel management as well as assisting in staff training, bus route design and the evaluation of bus stops. This position plans, reviews, and ensures accurate fleet schedules for transportation of students in areas where Board Owned buses operate and administers the CUPE Collective Agreement. The Supervisor performs human resources functions pertaining to Mechanics staff and Bus Driver/Caretaker employees including recruitment, performance evaluations, discipline matters, attendance management, leave management and professional development. The Supervisor will ensure a safe and efficient Board Owned student transportation system in coordination with Student Transportation staff and assists in budget preparation. The position will also check road and parking lot conditions during periods of inclement weather to assist the District's school closure committee in their decision making. This position may perform the function of dispatch for bus driver replacements on occasion and may at times be required to begin work at 6:00 a.m. This position may also assist in contracted student transportation services as necessary.

**Preferred Qualifications:** The successful candidate may have a degree or diploma in business administration, project management, trade, or other related field. The applicant should possess at least two years of supervisory experience with strong problem solving, creative thinking, communication (oral and written), and organizational skills, preferably within a transportation organization. An equivalent combination of training and experience may be considered. Knowledge of safety standards, regulations, the Highway Traffic Act, and other application legislation would be considered an asset. A valid Driver's License is a requirement of this position and a willingness to obtain an air brake endorsement.



**Deadline and Delivery:** Applicants should apply in writing, quoting Competition #, and provide a resume, including a copy of transcripts and 3 employment references, to:

**Human Resources Division  
Western Regional Office  
P.O. Box 368  
Corner Brook, NL  
A2H 6G9  
FAX: (709) 637- 6674  
Email: [leannewells@nlesd.ca](mailto:leannewells@nlesd.ca)**

**Closing Date: Monday, September 12, 2016 @ 4:30 p.m.**

The Newfoundland and Labrador English School District is committed to employing a diverse workforce and encourages all qualified applicants to apply. The successful candidate will be required to provide a recent certificate of conduct complete with vulnerable sector query from the local police authority prior to employment confirmation. The Newfoundland and Labrador English School District thanks all applicants for their interest; however, only those selected for interviews will be contacted.