



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.asd-w.nbed.nb.ca

OUR MISSION – EXCITED. INVOLVED. PREPARED.

OUR VISION – All Individuals engaged within our system are empowered to assist in building resilient, confident and contributing members of our communities

Anglophone West School District invites applications for the following position:

COMPETITION # ASD-W-2021PSAC06

Assistant Transportation Manager

(Term position until June 30, 2021 with the possibility of extension)

Office of the Superintendent

The successful candidate will be responsible to assist the Transportation Manager in planning and administering a safe and efficient pupil transportation system for all eligible students within the school district in accordance with the Education and Motor Vehicle Acts, relevant regulations, and school district guidelines and policies.

DUTIES: Responsibilities include, but are not limited to, assisting the Transportation Manager in the following areas: Position would also provide supervision, training, and review of all bus drivers in the district, reviewing procedures for pre-trip and cleaning routines for COVID, performing annual reviews on all drivers, delivering required supplies for drivers for COVID cleaning in the district; investigate and respond to all complaints and queries and other duties as assigned.

QUALIFICATIONS: Graduation from university, community college, and/or technical schools. A minimum of 2 years experience in fleet management, public or private, strong human relation and communication skills, and experience in a supervisory capacity, or any combination of training and experience in the transportation field. Demonstrated computer literacy with strong skills in all MS Office products. Excellent interpretation and analytical skills, be able to work independently, accurately, and in a confidential manner. Written and spoken competency in English is required. A combination of education and experience may be considered. Applicants must demonstrate the essential qualifications to be given further consideration. Subject to the response of this competition, education and/or experience requirements may be changed. Only those selected for an interview will be contacted.

SALARY: \$1,940 –\$2,714 bi-weekly (Pay Band 4, School Business Official) based on a minimum of 36.25 hours/week. Testing to determine the skill ability and competencies required for this position will be administered.

Applications are to be e-mailed to anglophonewestjobs@nbed.nb.ca by **Monday, December 7, 2020 at 12:00 pm**. Please quote only the competition number in the subject line.

This is an open competition; however, in accordance with Public Service Alliance of Canada Union Collective Agreement, should unionized employees under this bargaining group apply, employees shall be selected on the basis of skill, ability, competence and qualifications. Where skill, qualifications and ability are relatively equal amongst union applicants, the vacancy will be filled on the basis of seniority. If there are no union applicants, the position will be filled from qualified applicants for these competitions.

We are an Equal Opportunity Employer and we promote a scent-reduced environment.