



## DIRECTOR OF TRANSPORTATION

Job Code:	3843006
Location:	Stony Plain, Alberta
Closing Date:	October 27, 2024
Website:	<a href="http://www.psd.ca">www.psd.ca</a>
Apply Online:	<a href="http://www.psd.ca/employment/current-openings">www.psd.ca/employment/current-openings</a> or email your resume and cover letter to <a href="mailto:Nadine.Morrison@psd.ca">Nadine.Morrison@psd.ca</a>
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 assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success for both staff and students.

### **The Opportunity:**

Are you a strategic leader driven to positively impact student outcomes by ensuring efficient and reliable transportation services? Parkland School Division (PSD) is seeking an innovative and visionary **Director of Transportation** to join our leadership team. If you're ready to make an impact and help shape the future of student transportation, we invite you to apply for this exciting leadership opportunity!

PSD is a regional transportation provider. The contracted bus fleet travels 19,232 kilometers every day, which is 3,499,860 kilometers yearly. To put that into perspective, that would be equivalent to four-and-a-half trips to the moon and back, or eighty-seven and a half trips around the earth. Close to 8,000 students access bus service which equates to over 2.7 million passenger trips every year.

In addition to the over six thousand PSD students, the system provides transportation services to Evergreen Catholic Separate School Division and a number of other organizations such as: Black Gold School Division in Devon, Grande Yellowhead School Division in Evansburg, Living Waters Christian Academy in Spruce Grove, SML Christian Academy and Columbus Academy in Stony Plain, along with the Elves Specialized Program Society, Alberta School for the Deaf, and the Glenrose Rehabilitation Hospital in Edmonton.

As the Director of Student Transportation Services, you will provide strategic oversight, planning, and management of transportation services within the division as well as the following key roles & responsibilities:

- Provide oversight for the Student Transportation operating budget, ensuring efficient resource allocation and adherence to budgetary targets.
- Recommend and maintain the department's organizational structure. Provide oversight for the recruitment, hiring, and evaluation of department staff, establish performance standards, and manage staff training and development.

- Provide oversight for department goals and operational plans, adjusting activities as necessary to meet budget commitments and objectives.
- Lead negotiations with independent contractors for transportation services, ensuring contract terms align with service expectations and budget.
- Provide oversight for school bus driver training programs, including the S-Endorsement and first aid certification.
- Provide oversight for route planning and driver performance, ensuring proper supervision of transportation personnel and students during bus loading and unloading at schools or transfer sites.
- Deliver safety seminars and implement programs for drivers and students, ensuring a culture of safety.
- Ensure compliance with all student transportation legislation, policies, and regulations.
- Provide oversight for the development and recommendation of transportation policies to improve service quality and efficiency.
- Foster positive relationships with the community and stakeholders by promoting transparency and service excellence.
- Provide oversight for the development and management of bus routes and schedules that optimize efficiency, minimize ride times, and align with budgetary constraints.
- Provide oversight for the servicing, maintenance, and repair of transportation vehicles to ensure safe operation.
- Ensure compliance with semi-annual bus inspections and other regulatory requirements for transportation contractors.
- Provide oversight for the update and distribution of the Operating Regulations Handbook to contractors and operators, and maintain the Transportation Services Parent Handbook.
- Provide oversight for communication, tracking, and information systems to streamline operations.
- Assist with disaster and emergency preparedness planning in collaboration with municipal authorities.
- Provide oversight for the preparation and monitoring of grant applications for student transportation funding.
- Apply conflict resolution strategies to address issues related to Transportation Services.
- Provide leadership, guidance, and support to Transportation Services personnel, and advise staff on matters not covered by regulatory standards.

- Ensure effective written communication for internal and external audiences.
- Provide oversight for the online registration process for student transportation, ensuring accessibility and user-friendliness on the division's website.
- Overall responsibility for the Transportation needs of PSD.
- Perform other responsibilities as assigned by the Associate Superintendent, Corporate Supports & Services

### **Qualifications:**

- A Degree or Diploma in Business Administration or a related field is desirable.
- A minimum of 5 years of management-level experience in transportation or previous related experience may be considered.
- Demonstrated experience in accounting and project management.
- Proven leadership skills with the ability to implement new initiatives effectively.
- Exceptional time management and organizational abilities.
- Strong written and verbal communication skills, with the ability to communicate effectively at all levels.
- Ability to handle confidential and sensitive issues with integrity and sound judgment.
- Experience leading a large and complex customer focused team.

### **Knowledge, Skills & Attributes:**

**Leadership Skills:** Demonstrates the ability and willingness to adapt his or her perspective, style, direction or approach in response to different circumstances, people or objectives; shows the ability to perceive the need for a new way of thinking or being in response to changing circumstances; forward thinking, strategic. Experience leading a large complex customer focused team.

**Project Management Skills:** Strong experience leading a project management process with several initiatives at once.

**Adaptability:** Ability to adjust to changing environment, schedules, and priorities accordingly.

**Communication Skills:** Open and straightforward style with all audiences and an ability to effectively communicate with all stakeholders; candid and respectful with everyone. Possesses strong written and verbal communication skills and presentation abilities.

**Relationship Building:** Ability to develop and maintain positive and productive relationships and partnerships with organizations and individuals both internal and external stakeholder.

**Problem Solving & Judgment:** Ability to assess options and implications to identify problems and solutions. Ability to make decisions and provide direction on complex and emerging issues that may have political, community, or administrative implications.

**Impact and Influence:** Ability to establish credibility, respect, and builds strong working relationships with employees, and external stakeholders. Works in a collaborative and solutions-focused manner.

**Resiliency:** Rebounds from setbacks and adversity when facing difficult situations. Ability to address difficult issues; faces difficult issues and supports others to do the same.

**Strategic Planning:** Develop and implement strategic plans for transportation systems and services that align with organizational goals.

**Strong Interpersonal Skills:** manage the Transportation office, resolve conflict, deal with emergency situations and handle confidential and sensitive issues.

### **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.

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