

**SCHOOL DISTRICT NO. 79 (Cowichan Valley)
USW JOB DESCRIPTION**

TITLE: Transportation Leadhand
DEPARTMENT: Transportation
REPORTS TO: Transportation Manager or Designate

SUMMARY:

Assists the Transportation Manager or designate by providing coordination and maintenance services for Transportation Department systems, programs and initiatives. The Transportation Leadhand organizes and assigns work to Transportation Department staff members accordingly. Leadhands do not have the authority to hire, discipline or discharge other employees.

DUTIES:

1. Completes all duties of a Regular Driver, job description #12
2. Assists with the coordination and facilitation of 'in-house' Driver Training for new hires.
3. Creates and maintains a cleaning schedule for buses. Coordinates the purchase of supplies, parts and tools as required.
4. Schedules and directs staff in the implementation of the School Bus Safety Program.
5. Assists the Transportation Manager in bus pass adherence strategies and tasks.
6. Creates and maintains fuel accounts. Prepares monthly fuel and electric charging station reports.
7. Assists with bus stop assessments and area and route evaluation as required.
8. Assists with staff meetings and annual In-Service events.
9. Coordinates event control where multiple buses are required, i.e. District cross country, etc.
10. Assists the mechanics in the maintenance of vehicles and equipment by creating work orders and maintaining a work order system using fleet maintenance software as directed.
11. Creates and maintains inventory programs for mechanical supplies, parts, tools and equipment. Coordinates the purchase of supplies, parts and tools as required as directed.
12. Utilizes Fleet Management, Fuel, GPS, Route/Planning and other software programs as required.
13. Works under the direction of mechanical staff in the shop area assisting with repairs. Transports vehicles on an emergent basis when required.
14. Provides support to the Transportation Department in a Leadhand capacity during the absence of the Transportation Manager.

May, on occasion, be required to perform other job related duties as assigned.

Qualifications:

- Grade 12 education or academic equivalent
- Valid B.C. Class 1 or Class 2 Driver's License with Air brake endorsement and clear driver's abstract
- Minimum two years related experience in the Transportation Department
- General computer knowledge and skills
- Physically capable of performing job duties
- Knowledge in the use and care of tools and equipment common to the position
- Problem-solving and decision-making skills to determine priorities and optimize use of resources
- Ability to show tact, courtesy and discretion in dealing with people in the course of their duties
- Effective oral and written communication skills
- WHMIS certificate