

## CAREER OPPORTUNITY (External Posting)

### **JOB TITLE: TRANSPORTATION MANAGER**

**REPORTS TO:** Band Manager

**STATUS:** Permanent Full-Time

**POSTED:** Thursday, January 10<sup>th</sup>, 2019

**DEADLINE:** Sunday, January 27<sup>th</sup>, 2019

### **ABOUT WLFN # 128**

Whitefish Lake First Nation # 128 is a non-profit First Nations organization delivering multiple programs and services in the community of Goodfish Lake, Alberta. It is a community discovering its potential and with a rich history of resiliency and determination, Whitefish Lake First Nations #128 have embraced the challenge of economic renewal as an opportunity to enrich the lives and brighten the futures of each member of the community.

### **Position Overview and Responsibilities**

Whitefish Lake First Nations #128 is looking for full-time Transportation Manager to Plan, direct, and coordinate the Public works and school bus vehicle operations within budget constraints. This might include oversight of transportation equipment and personnel operated by Whitefish Lake First Nation # 128.

- Directs, monitors and oversees the activities of the School buses and Public Works department;
- Plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with the Whitefish Lake First Nation # 128 requirements;
- Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives;
- Promote safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members;
- Develops departmental standards, policies and procedures;
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, union contracts, and government regulations;
- Monitor spending to ensure that expenses are consistent with approved budgets;
- Direct activities of staff performing repairs and maintenance to equipment, vehicles, and facilities;
- Ensuring transport staff deliver the service appropriate to the changing needs of community members;
- Direct and monitor proper maintenance, safe operations, and maintaining safety standards on the school bus;
- Manage and develop a team of drivers and transport assistants, in order to deliver a high quality service to the community members;
- Keep organized records of vehicles, schedules and completed maintenance orders;
- Ensure compliance with company policies and safety driving legislations;
- Other related duties as may be required from time to time;

### **Qualifications**

- Hold a class 5 AB driver's license;
- Minimum high School Diploma education is required, Plus 2 years of experience in a related discipline or as an Dispatcher operator or an equivalent combination of education and experience;
- Must possess reliable public relations and interpersonal skills to clarify facts, provide information and respond to complaints;
- In depth knowledge of the operation of heavy equipment (i.e., water trucks, sewer truck, buses, dump truck, grader);
- Able to follow instructions and have attention to detail;
- Knowledge of highway and school bus regulations in order to oversees a bussing operations;
- Effective communication and have a positive attitude;
- Honest, trustworthy and flexible and meet all Safety requirements and policies;
- Satisfactory Driver's Abstract, Criminal Record & Child Youth Intervention Check;

### **Required Skills**

- Organizing and planning;
- Customer service;

- Multi-tasking and prioritizing;
- Written, verbal, presentation and listening communication skills;
- Attention to detail;
- Time management;
- Adherence to policy and procedure;
- Analytical problem solving and decision making;
- Coping;
- Accountability

### **Salary & Benefits**

**Salary:** *Depending on Education & Experience*

**Benefits:** WLFN # 128 offers a comprehensive salary and benefits package such as Extended Health Care.

### **How to Apply**

Please send resumes with professional references to:

**Human Resources Director**

[HR.Director@wfl128.ca](mailto:HR.Director@wfl128.ca)

Goodfish Lake, Alberta

**Telephone:** (780) 636-7007

*\* Only qualified individuals being considered will be contacted for an interview.*