

2.0. Human Resources

2.B. Position Descriptions

DIRECTOR OF OPERATIONS AND INFRASTRUCTURE

Reviewed: February 18, 2014

Policy Reference: EL-1.2

Under the direction and supervision of the Superintendent/CEO, the Director of Operations and Infrastructure shall be responsible for the development and administration of the school bus transportation system with particular emphasis on safe and efficient operations. Must have an inter-provincial journeyman mechanic certificate and have, or be willing to obtain, a Class 2 driver's license with a school bus endorsement and a Provincial School Bus Driver Instructor Certificate. The Director of Operations and Infrastructure shall also be responsible for overseeing the maintenance and improvement of the school division facilities, including schools, garages, administrative offices, storage buildings, and playgrounds. Familiarity with building codes, building and roofing trades, HVAC systems, energy management systems and strategies essential. Must have excellent communication skills and be able to work effectively as a team player. Must be prepared to be on call 24 hours a day, seven days a week.

RESPONSIBILITIES and DUTIES

1.0 Training and supervision of school bus drivers

- 1.1 ensure that bus drivers are adequately trained and have proper credentials
- 1.2 conduct or arrange for annual in-services for bus drivers
- 1.3 train bus drivers in proper driving techniques and pre-trip inspection procedures to ensure the buses are kept in safe mechanical condition and operated as economically as possible
- 1.4 advise drivers of, and monitor their adherence to, all provincial, Department of Highways and School Board regulations
- 1.5 check periodically that bus loading times and procedures are followed
- 1.6 evaluate bus driver performance when required

2.0 Evaluation of school bus routes, vehicle performance, garage staff

- 2.1 evaluate school bus routes and recommend route changes to the Board, implement route changes where required
- 2.2 evaluate passengers' behaviour 'en route' where required
- 2.3 set up a preventative maintenance schedule and evaluate maintenance procedures and maintenance staff
- 2.4 offer guidance and discuss maintenance items with mechanics
- 2.5 recommend to the Board the hiring of garage staff
- 2.6 arrange for in-servicing of mechanics where necessary
- 2.7 analyze work orders, perform visual inspections and road tests where required
- 2.8 investigate any instances of vehicle abuse or excessive breakdown of buses, implement remedial action

- 3.0 Develop and ensure implementation of safety programs**
 - 3.1 develop safety programs with Principals and students such as ridership training and evacuation drill training
 - 3.2 work with Principals and/or Bus Drivers to address safety concerns (i.e. loading zones, unruly passenger behavior, road conditions)
 - 3.3 ensure monitoring of two way radios to assist Bus Drivers traveling in adverse weather conditions

- 4.0 Hiring and supervision of maintenance and cleaning staff**
 - 4.1 advertise, interview and recommend hiring for maintenance positions
 - 4.2 provide, or provide for, periodic inservice training of maintenance staff
 - 4.3 assist maintenance staff in problem solving (heating, cooling, preventative maintenance, energy management strategies, etc.)
 - 4.4 assist in solving staffing problems and concerns

- 5.0 Ensure facilities comply with various government building codes**
 - 5.1 arrange for building systems inspections as required by law
 - 5.2 advise school staff of appropriate building materials (i.e.: fire rated carpeting, special needs mirrors, playground equipment, etc.)
 - 5.3 ensure compliance of Workplace Safety and Health regulations

- 6.0 Develop capital projects**
 - 6.1 recommend capital improvements to the Board
 - 6.2 work with engineers, architects on planning building/mechanical projects
 - 6.3 complete in-house projects by developing specifications and drawings for minor projects
 - 6.4 tender projects, analyze bids, recommend contract awards, monitor progress of contracts
 - 6.5 perform commissioning inspections, authorize payments and release of holdback monies
 - 6.6 implement alternatives in the event of emergency mechanical/building failures

- 7.0 Maintain and improve on energy management system**
 - 7.1 monitor energy consumption, develop energy management strategies
 - 7.2 monitor computerized energy management system, troubleshoot software/hardware problems
 - 7.3 arrange for any necessary repairs to HVAC to achieve optimum performance
 - 7.4 investigate alternate energy sources

- 8.0 Implement practices to ensure building security**
 - 8.1 ensure building intrusion and fire alarm systems are operational and inspected periodically
 - 8.2 arrange for repair and testing of systems
 - 8.3 ensure provisions for windows and door checks are in place

- 8.4 implement strategies to reduce vandalism (i.e.: security lighting, climb-proof structures)

9.0 Perform general administrative tasks

- 9.1 prepare and present monitoring reports for Board meetings, leadership council meetings and other meetings when required; attend labour/management committee meetings
- 9.2 develop and recommend regulations and procedures changes
- 9.3 assist in budget preparation and monitoring, and with the processing of mechanic and driver pay information
- 9.4 ensure purchase practices are achieving best results (i.e. competitive purchasing, purchasing in quantity, tendering, etc.)
- 9.5 assist with the processing of head custodian and maintenance staff pay information
- 9.6 determine maintenance equipment needs and procure same (i.e. engine analyzers, wheel balancers, etc.)
- 9.7 tender fuel and oil requirements for bus fleet on an annual basis
- 9.8 ensure purchase practices are achieving best results (i.e. competitive buying, purchasing in quantity, tendering, etc.)
- 9.9 provide specifications for school bus replacement and recommend purchases to the Board
- 9.10 provide information regarding the transportation system to the Board, Manitoba Education, parents/public, and other school divisions as required
- 9.11 attend in-services, seminars, etc. to keep abreast of current trends and practices

10.0 Other related duties as assigned