

DO NOT REMOVE FROM BULLETIN BOARD

FULL-TIME MANAGEMENT POSITION AVAILABLE

<u>VACANT POSITION:</u>	MANAGER OF TRANSPORTATION
<u>DEPARTMENT:</u>	INFRASTRUCTURE & GUEST SERVICES SUPPORT
<u>LOCATION:</u>	RAPIDSVIEW, PEOPLE MOVER STATION
<u>CLASSIFICATION:</u>	LEVEL 9

Any Employee who is eligible to work in Canada and can meet the following requirements may apply in writing to the Employee Services Office not later than **Friday February 10th, 2011**. Equality of opportunity for employment.

QUALIFICATIONS:

1. Successful completion of a Community College Diploma in Business Administration or equivalent.
2. Excellent knowledge and experience in transit operations.
3. Minimum of three years of related transit supervisory experience, preferably in a unionized environment.
4. Valid Class "B" or "C" Drivers License with "Z" air brake endorsement for a minimum of three years.
5. High level administrative and organization/planning skills to direct the transportation operations; strong leadership, problem-solving, conflict resolution and communication skills.
6. Exceptional customer service skills.
7. Knowledge and experience with computer software applications.
8. Proficient with financial reports and budgets.
9. Sound knowledgeable of Occupational Health and Safety policies/procedures/legislation.
10. NPC Tour Guide License an asset.
11. Certification as a bus, fleet and air brake trainer is an asset.
12. High level of ethics and professional conduct.

DUTIES INCLUDE:

1. Prepares, administers and controls the annual equipment budget for the transportation operations, subject to Senior Directors approval.
2. Controls expenses and purchases within approved limits, forecasts staff and equipment needs; monitors financial performance against standards of the operations.
3. Manages and directs the overall supervision of the transportation operations and staff.
4. Participates in hiring, scheduling, disciplining, monitors staff performance, staff development, training and employee relations, as required.
5. Ensures that workers under their control work in compliance with the Occupational Health and Safety Act, First - Aid, Collective Agreement, policies/procedures and provided with required training.
6. Reviews, develops and suggests design improvements to the operation; and arranges for special charters.
7. Ensures maximum utilization of transportation operations, maximum generation of revenue and greatest cost savings are achieved.
8. Ensures prompt and efficient customer service and provides follow - up on customer complaints/concerns and takes required action; liaisons with external tourism partners.
9. Communicates operational issues to the Senior Director for discussion and resolution.
10. Develops and provides training programs and issues bus licences with "Z" air brake endorsement.
11. Develops and provides testing to evaluate driver ability to operate the various buses safely.

Further information can be obtained by contacting the Employee Services Office. Qualified applicants must be prepared for skills testing. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**Stuart Gregory
Senior Manager, Employee Services**