



Service de transport de
Wellington – Dufferin
Student Transportation Services

Senior Transportation Technician
Permanent Full Time (35 hours per week)
JOB ID: STWDSTS-2024-12-01

**Location: Wellington Dufferin Student Transportation Services,
66 Arrow Road, Guelph**

Salary Range: \$60,387 to \$75,475

Union Affiliation:
OSSTF – Office Clerical & Technical Transportation Consortium

Anticipated Start Date: January 2025

About STWDSTS:

Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS) is a consortium of five school boards providing transportation for eligible students living in Wellington and Dufferin Counties.

Responsibilities:

Under the direction of the Business System Supervisor, CAO, and Operations Manager, the Senior Transportation Technician is responsible for supporting the planning and administration of transportation routes and services to STWDSTS customers.

- Oversee the functionality of STWDSTS student transportation software.
- Be an advanced user in the transportation software;
- Provide training and on-going mentoring and coaching to other Transportation Technicians;
- Back up to the Transportation Technicians during absences from the office, vacation, sickness, etc.;
- Assist and support Transportation Technicians during peak transportation periods;

The Senior Transportation Technician provides front-line technical support services to parents, schools, operators and the public, provides support to the operations and activities of STWDSTS, and other related duties as assigned by the Business System Supervisor, CAO, and Operations manager:

- Support and assist Transportation Technicians to liaise with bus companies as required regarding adherence to route plans, policies and procedures;
- Assist Management with initiating and facilitating school communication meetings between school staff and the bus operator as required;
- Respond professionally to inquiries from parents/guardians, school staff and bus operators;
- Create routine correspondence as required to fulfill requests for information from a variety of outside agencies;
- Assist in the development, provision and implementation of student safety materials and programs as required;



This role includes but is not limited to performing work in transportation operations, providing support and training for staff and IT infrastructure (hardware, software, application development):

- Liaise with transportation software provider and Business Systems Supervisor on system changes, upgrades and/or modifications, firewall recommendations and server maintenance;
- Assist in identifying potential risks within Transportation and implement solutions to enhance safety, efficiency, and compliance;
- Import student data from member school boards into the transportation software and export student transportation data from the transportation software to the board's student data systems;
- Maintenance of traffic and mapping data within the student transportation software;
- Assist Transportation Technicians in identifying potential areas of efficiencies in routing, bell times and route structure;
- Establish and maintain current and accurate exceptions, transportation, municipal and Board boundaries;
- Assist with special project work as assigned via STWDSTS Management;
- Assist in the generation of transportation statistical reports as required by the Transportation Consortium.
- Assist with the development and implementation of transportation policies and procedures, contracts, Ministry surveys and reports upon request;
- Assist management with conducting Operator site visits as appropriate for matters of safety, route planning and audits as required;
- Attend meetings with outside agencies representing STWDSTS as required;

Qualifications:

- Post Secondary Education in a related field (i.e. Planning, Information Technology, GIS or other related discipline)
- Minimum of three (3) years' experience in computer software/hardware, application development, GIS and preferably in a transportation or related environment
- Minimum of two (2) years of direct experience in transportation planning
- Advanced computer/technical skills with a demonstrated proficiency using software including transportation planning software, databases, spreadsheets, word-processing, email etc.
- Ability to effectively manage multiple priorities
- Ability to effectively apply policies and procedures to ensure the most appropriate course of action
- Ability to conduct analysis of available information and prepare reports based on same
- Excellent communication skills verbally and in writing
- Demonstrated excellent customer service skills
- Previous supervisory experience would be considered an asset

Applications will be considered in accordance with the collective agreement.

The application deadline is 4:00 PM, January 6, 2025

Please send you your cover letter and resume by email to:
Darren@stwdsts.ca (in .doc or pdf format only).

Please use subject line in your email **JOB ID: STWDSTS-2024-12-01**

We thank all who have applied, but only those selected for an interview will be contacted.

The successful candidate must provide an original Police Records Check.