Transportation / IT Technician
Permanent Full Time (35 hours per week)
JOB ID: STWDSTS-2025-02-01

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

Salary Range: $56,893.20 to $71,107.40

Union Affiliation:
OSSTF – Office Clerical & Technical Transportation Consortium

Anticipated Start Date: March 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 Operations Manager and the Business Systems Supervisor (BSS), the Transportation/IT Technician will be responsible for performing duties in the key areas set out below.

- Maintaining school bus routes in BusPlanner for all assigned schools.
- Determination of student transportation eligibility based on STWDSTS or Board Policy. Verification of student address information.
- Implementation of safe and efficient student transportation (including the designing/planning of bus routes).
- Conduct route inspections and loading/unloading procedures for schools in their area and report findings to the Operations Manager.
- Responding to public and internal inquiries relating to transportation eligibility, pick-up and drop off locations and times.
- Maintaining current and accurate school and bus route files, providing maps and statistics.
- Daily contact with bus operators on route operations.
- Daily contact with school staff on transportation related issues.
- Perform day to day maintenance, support, diagnostics, and resolve technical problems with computer hardware, software applications, and network connectivity when required;
- Provide technical support via phone, email or remote access tools and escalate to BSS as required;
- Coordinate service calls for equipment under warranty and escalate to BSS as required;
- Provide additional support to Business System Supervisor on updating documentation of sites, equipment, software, processes and procedures;
- Assist with improvements and optimizations of the corporate website;
- Development of data analysis tools, API integrations and dashboards.
- Other related duties as assigned.

Qualifications:
- Hold a post-secondary diploma in GIS computer systems or an equivalent experience.
- A minimum of one-year experience with student transportation software packages.
- Knowledge of STWDSTS Policies and Procedures.
- Knowledge of HTML, SQL server, query development, XML
- Geographic knowledge of the County of Wellington/Dufferin and school locations.
- Working knowledge of Microsoft Office software applications.

- Ability to communicate effectively with external and internal groups.
- Ability to work and communicate effectively in an office environment with frequent interruptions, deadlines, and high-pressure situations, providing a visible public service.
- Fluency in oral and written French is considered an asset.
- A high degree of analytical ability.

OTHER INFORMATION RELATED TO THE POSITION

Confidentiality
- The Transportation Technician/IT Technician will have access to confidential data (i.e., student records, medical information, school closures, budget figures) and is required to conduct daily business in keeping with related privacy legislation and related confidentiality policies.

Applications will be considered in accordance with the collective agreement.

The application deadline is 4:00 PM, March 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-2025-02-01**

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.