



Administrative Assistant to Transportation and Maintenance

Administrative Procedure 2.B.20

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: December 2003

Date Amended: December 2005, October 2006, April 2012, August 2018

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

- The Administrative Assistant to Transportation and Maintenance is responsible for the confidential administrative assistant duties to the Transportation and Maintenance Department and works under the supervision of the Transportation Manager and Maintenance Manager.
- This person operates as part of the Education Support Centre office team that provides efficient and effective service within the office as well as service to the school division. The Education Support Centre Division Office Team operates under the daily direction of the Secretary-Treasurer.

RESPONSIBILITIES AND DUTIES

1. Respond to requests for substitute bus drivers and assigns replacements, assigns bus drivers for extracurricular trips, and monitors the 2 way radio.
2. Assist with notification of emergency closures and bus break downs.
3. Provide clerical support for the Transportation Manager and Maintenance Manager.
3. Review the office supply inventory on a regular basis and order supplies as required within the office budget allocations.
4. Assists the Transportation Manager and Maintenance Manager in preparing for meetings and workshops.
5. Assist in the bus driver and maintenance personal in-services.
6. Assist the Transportation Manager with establishing and mapping of bus routes and provide information to the drivers.

7. Prepare advertisements/postings for Transportation and Maintenance departments.
8. Maintain bus driver licensing, certification and bus fleet information as well as all records required by the province related to Transportation.
9. Receive and distribute daily incoming internal and external mail, parcels.
10. Arrange water sample collection and delivery to lab.
11. Assist with the processing of supply orders for Transportation and Maintenance department.
12. Collect, distribute and coordinate all courier requests.
13. Receive, verify and distribute all hiring forms, resignations/retirement letters and any other personnel related correspondence.
14. Operate as a member of the Education Support Centre office team to maintain an efficient and effective telephone system, to maintain the office kitchen and to respond to other cross-related tasks that may be identified by the team or Senior Administration.
15. Other related duties as may be assigned from time to time.

SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated data entry skills with a great attention to detail and accuracy
- Ability to prioritize and manage time to ensure deadlines are met
- Strong computer skills and experience working with accounting software applications, Word and Excel

EMPLOYMENT REQUIREMENTS

- Diploma in a recognized administrative assistant program (or equal combination of academic and practical experience)
- Minimum of 2 years related experience