



*Applications are invited for the following...*

# **Transportation Officer**

2 Full-time Positions

# **Transportation Officer Student Transportation Software**

1 Full-time Position

**Salary Range \$37,971/year to \$61,494/  
year plus benefits (Salary commensurate  
with qualifications and experience)**

The transportation staffing complement has been determined to move the Northwestern Ontario Student Services Co-Operative forward. These positions are key to the safe and successful operation of the student transportation system. The Co-Operative provides student transportation services for the Keewatin-Patricia, Northwest Catholic, Kenora Catholic and CSDC des Aurores Boreales District School Boards as well as several First Nation organizations. The communities served by the Co-operative include: Kenora, Sioux Narrows, Dryden, Ignace, Vermilion Bay, Red Lake, Ear Falls, Sioux Lookout, Pickle Lake and Upsala.

### **Responsibilities:**

Under the direction of the Transportation Manager, you are responsible for: route planning and logistics; responding to service requests and inquiries; route audits; liaising with parents, schools and bus operator staff; maintaining computer software data (including report writing); daily department operations (including assisting with the facilitation of urgent transportation situations), and other duties as assigned.

### **Qualifications:**

A High School Diploma, valid Driver's license and the willingness and ability to travel periodically are required. A post-secondary degree and/or diploma in Business Administration, Computing or a related field are also necessary. Proficiency in Microsoft Office Suite 2003/2007 is required. Previous transportation experience or experience in logistics would be beneficial. Excellent analytical and problem solving abilities, skills in conflict resolution, the ability to deal with stakeholders with tact and sound judgment, and solid written and communication skills are important. The ability to organize, prioritize and complete job tasks and project work effectively in a fast paced environment is essential. The ability to work independently and as a member of a team is required. Knowledge of the geographic service areas would be considered an asset.

In the **Transportation Officer-Transportation Software position** you will be responsible for the final stages of implementation of the software system (Edulog) as well as ongoing maintenance and integrity of the data. Prior experience or qualifications with relational databases such as SQL or Oracle would be an asset. Experience or qualifications in GPS technology and experience with database reporting tools such as Crystal Reporting would be beneficial.

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If you are interested in being a part of this new team, please send a covering letter, resume and the names of three professional references (one of whom must be a recent/current immediate supervisor) by **Thursday, November 12th, 2009** to: **Ms. Judi Green, Manager of Transportation, Northwestern Ontario Student Services Co-Operative, c/o Keewatin-Patricia District School Board, 79 Casimir Avenue, Dryden, Ontario P8N 2Z6 Tel: 807-223-1256 Ext.5 Fax: 807-223-4703 E-mail: judi.green@nwobus.ca**

*Confidential information provided by applicants will be used for the purposes of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*

**We thank all applicants; however, only those to be interviewed will be contacted.**

*We are an equal opportunity employer.*