



# BRANDON SCHOOL DIVISION

**Position Description:**     **TRANSPORTATION/FACILITIES ASSISTANT**  
  *(This position is to provide support for Facilities)*

**Competition:**             **#1803002**  
**Location:**                MAINTENANCE & TRANSPORTATION BUILDING  
**Hours/Day:**             8.00 HOURS PER DAY, MONDAY TO FRIDAY  
**Start Date:**             AUGUST 1, 2018  
**Term of Employment:**   PERMANENT  
**Salary:**                 \$24.34/HOUR TO \$28.86/HOUR  
**Application Deadline:**  12:00 NOON, FRIDAY, JULY 20, 2018

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## Purpose of Position

The Transportation/Facilities Assistant provides support to the areas of Transportation or Facilities during day-to-day activities and may assume the role of a Supervisor in cases of his/her absence. Responsibilities include responding to public inquiries/comments, compile/analyze statistics, maintain database of various sorts related to Facilities, Maintenance and/or Transportation, provide data to Brandon School Division and provide technical assistance to Administrative Assistants (School) for EIS data collection/input. Departmental expenditures (records) are maintained by this position.

## Duties and Responsibilities

Are as established by the Director of Facilities & Transportation within the parameters of the job profile.

## Required Qualifications

- Grade 12 education and 1-2 years post-secondary education in a related field with coursework related to planning/scheduling, project management, business management or records management;
- One year prior experience in a related field (equivalent combinations of training and experience may be considered);
- Valid Class 5 Manitoba Driver's License with the ability to upgrade to a Class 2 Driver's License (if position is in Transportation);
- Manitoba School Bus Operator's Certificate or the ability to obtain this certificate (if position is in Transportation);
- Demonstrated knowledge and experience in computer technology including word processing, database, and spreadsheets;
- Demonstrated experience and the ability to maintain accurate statistical record keeping and provide analysis of data/information;
- Strong organizational and time management skills with the ability to set priorities and meet deadlines;
- Strong interpersonal and effective oral and written communication skills;
- Use of a personal vehicle for business purposes.

## Preferred Qualifications

- Knowledge of VersaTrans (Transportation), Ameresco (Facilities), Atrieve, EIS, and Baragar software applications;
- First Aid, CPR.

## TO APPLY PLEASE VISIT OUR WEBSITE:

[www.bsd.ca/Division/Careers](http://www.bsd.ca/Division/Careers)

Inquiries should be directed to:  
Director of Human Resources  
[switzer.becky@bsd.ca](mailto:switzer.becky@bsd.ca)

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Applications may also be received by fax 204.727.7189 or email: [human\\_resources@bsd.ca](mailto:human_resources@bsd.ca). Applications must quote the competition number and be received no later than 12:00 noon on the deadline date shown above. Faxed or emailed applications must include a Brandon School Division application form completed in full, a cover letter which clearly indicates how you meet the required qualifications, a comprehensive resume, including the names and contact information of three work-related references, and copies of relevant certificates. Incomplete applications will not be considered. Employment will be subject to a Criminal Record Check and a Child Abuse Registry Check, the results of which must be satisfactory to Brandon School Division.

*Brandon School Division will give consideration to gender equity, visible minorities, aboriginal ancestry, and persons with disabilities. The Brandon School Division thanks all applicants for their interest. Only those selected for an interview will be contacted.*