

Job Posting

Position:	Transportation Assistant (1 Term)
Location:	Ottawa Student Transportation Authority, 1547 Merivale Road
Work Schedule:	35 hours per week/12 months year (overtime during peak periods)
Start Date:	As soon as possible; 12 month-term position
Salary Range:	\$52,276 to \$65,775

The Ottawa Student Transportation Authority (OSTA) manages and delivers student transportation services safely, effectively and efficiently for the more than 70,000 students of the Ottawa Catholic and Ottawa-Carleton District School Boards receiving transportation services each day.

Position Summary:

Under the direction of the Transportation Coordinator, the Transportation Assistant is responsible for supporting the planning and administration of transportation routes and service to OSTA customers. The Transportation Assistant provides front-line telephone support services to parents, schools, operators and the general public, provides administrative support to the operations and activities of OSTA, and other related duties as assigned by the Transportation Coordinator.

Qualifications:

- A Secondary School graduation diploma and 2 years customer service or transportation experience.
- Effective telephone manner, and excellent communication skills.
- Demonstrated tact, judgment, and diplomacy in a high energy environment; and excellent organizational skills and ability to effectively manage multiple priorities.
- Demonstrated ability to work independently with minimal supervision and the ability to multi-task effectively.
- Technical skills include proficiency using software including transportation, databases, spreadsheets, word-processing, and electronic mail; knowledge of provincial legislation related to student transportation and pertinent board and department policies; as well as excellent map reading skills and superior knowledge of zone routes, traffic patterns, and volume.
- Willingness to work flexible and extended hours to meet work demands during peak periods including evenings and weekends.

This is a unionized position. Applications will be considered in accordance with the collective agreement.

The application deadline is Friday, November 15, 2024. Please email your cover letter and resume to jobs@ottawaschoolbus.ca (in .doc or pdf format only)

We thank all candidates for their interest; however, we will only contact those selected for an interview. Persons with disabilities who need accommodation in the application or interview process should email a request to jobs@ottawaschoolbus.ca