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**DIVERSITY**  
and  
**INCLUSIVITY**  
at the  
**EMSB**



# EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal  
English Montreal School Board

## SCHOOL TRANSPORTATION TECHNICIAN (REPOST)

General Circular No. A-37 / 4280 - 3859

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<b>Place of Work:</b>	School Organization
<b>Status:</b>	100% - 12 months
<b>Salary Rate:</b>	\$42,733.60 to \$53,508.00
<b>Start Date:</b>	Determined by the Board
<b>Schedule:</b>	8:15 a.m. to 4:15 p.m. – Monday to Friday
<b>Immediate Superior:</b>	Director

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### Nature of the Work

The principal and customary work of an employee in this class of employment consists in assisting staff responsible for transportation in carrying out technical duties, such as setting up bus circuits, scheduling, drawing up and monitoring school transportation contracts and regulations.

### Requirements and Qualifications

- Diploma of College Studies in Transportation Logistics or a diploma or an attestation of studies recognized as equivalent by the competent authority

#### Failing This

- Bachelor Degree in an appropriate option + one (1) year relevant experience -OR-
- University Certificate in an appropriate option + three (3) years relevant experience -OR-
- AEC in an appropriate option + three (3) years relevant experience -OR-
- DEP in an appropriate option + seven (7) years relevant experience -OR-
- High School Leaving Certificate + eight (8) years relevant experience
- Fluency in English and French both oral and written
- Knowledge of Microsoft Office
- Ability to work accurately with minimum supervision
- Ability to apply research and analytical skills
- Planning, organizational, and monitoring skills
- Ability to exercise judgment
- Knowledge and experience working with budgets and reports
- Ability to work overtime during peak periods
- Skills in dealing with the general public

### Testing and Interview

The Human Resources Department will contact the selected applicants to undergo testing sessions related to Microsoft Office Suite (Word, Excel, Keyboard) and the post. Only the applicants who successfully pass the tests will be convened for an interview.

To view the job description as outlined in the classification plan [click here](#)  
or visit their website <http://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-de-soutien/>

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Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca)  
to the attention of Ms. Marilyn Ramlakhan, Assistant Director of the Human Resources Department,

**by Thursday March 23, 2023 by 4:00 p.m.**

Please refer to the circular number in your letter of application.

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The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.