


Position Identification			
<b>Position Title</b>	Fleet Program Build Inspector		
<b>Position Replaces</b>	N/A		
<b>Position Level</b>	Employee	<b>Position Code</b>	1107
<b>Pay Group</b>	Group 12	<b>Date (last revised)</b>	Aug-24
<b>Supervisor Title</b>	Supervisor, Fleet Project Engineering	<b>Sup. Position Code</b>	1404
<b>Additional Requirement</b>	CRC	N/A	
<b>Division</b>	Asset Management	<b>Flexible Work Arrangement</b>	Flexible Work

**Organizational Description**

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

**Our Mission:** Delivering transportation services you can rely on.

**Department Summary**

BC Transit's Fleet Management division is responsible for ensuring that BC Transit's strategic goals are reflected in the planning, development, deployment and sustainability of BC Transit's provincial fleet of vehicle assets including, but not limited to, transit buses, maintenance and operational service vehicles and select on-board components.

In support of the Fleet Management division, the Fleet Project Engineering department provides Quality Assurance Inspections and Engineering support in the pursuit of maximizing asset reliability, performance and lifecycle costs. Fleet Project Engineering programs support BC Transit's provincial fleet program in the areas of fleet procurement, regulatory compliance, fleet refits, technical standards and specifications, and other innovation initiatives.

**Job Overview**

Reporting to the Supervisor, Fleet Project Engineering the Program Build Inspector is responsible for providing technical oversight and ensuring quality assurance during the production of new bus builds. This includes;

- Performing quality inspections throughout the bus assembly process to ensure compliance with BC Transit's standards
- Conducting production-line inspections to verify build quality and adherence to specifications outlined in tender documents

- Delivering information sessions on new products to internal teams
- Representing BC Transit during site visits and online inspections at manufacturing facilities
- Collaborating with internal and external stakeholders to minimize disruptions during the implementation of new buses
- Assisting in the preparation of vehicle and equipment specifications for public tenders
- Independently inspecting new vehicles to identify quality issues, mitigating financial and reputational risks for BC Transit
- Preparing detailed inspection reports and contractual release certificates tied to delivery acceptance and milestone payments for new buses

### Key Accountabilities and Expectations

Key Accountability	Expectation
<b>Build Quality Assurance and Quality Control</b>	<ul style="list-style-type: none"> <li>• Ensures that BC Transit’s project deliverables are satisfied through independent inspection of new vehicles at the factory to ensure that the manufacturer has adhered to the specification requirements of the tender documents</li> <li>• Performs vehicle inspections at factory and delivery acceptance locations as assigned by Supervisor, at locations within BC, and frequently outside of Canada</li> <li>• Prepare inspection reports and ‘snag lists’ detailing product deficiencies</li> <li>• Liaise with identify action plans for deficiency repairs.</li> <li>• Prepare Factory Release reports for vehicles meeting BC Transit’s standards as part of the authorization process for new bus acceptance</li> <li>• Recommend acceptance or rejection of high value milestone payments to the Supervisor and communicates inspection results to Fleet Capital Project’s assigned Project Manager</li> </ul>
<b>Technical Support</b>	<ul style="list-style-type: none"> <li>• Support Supervisor, and Manager, in the continuous improvement of BC Transit’s quality assurance program</li> <li>• Supports BC Transit in the root cause identification of mechanical failures and associated corrective actions on matters concerning the design specifications and modifications specific to newly delivered fleet</li> <li>• Development and review of as-built wiring schematics, circuit diagrams and installation guides to support the installation of ITS or other on-board systems, and associated bus wiring</li> <li>• Verification of new vehicle performance through on-road testing, functionality tests, data logging and analysis and operational data monitoring</li> </ul>

<p><b>Capital Refit and Major Repair Inspection Support</b></p>	<ul style="list-style-type: none"> <li>• Technical and inspection support for capitally funded major fleet projects or repairs, as requested through the following: <ul style="list-style-type: none"> <li>○ Perform bus inspections specific to major overhaul/repair and other refurbishment work performed throughout the province</li> <li>○ Provide technical support to third party vendors and insurance providers with approved repair methodologies and quality inspections following major accident damaged buses (upon request)</li> </ul> </li> <li>• Support the Fleet Project Engineering team in the development of scope of work, bill of materials, and competitive tender technical specifications for these projects</li> </ul>
<p><b>Transit Technologies</b></p>	<ul style="list-style-type: none"> <li>• Research into new products on the market and analysis of suitability for BC Transit fleet and developing recommendations to adapt new technology to operational needs</li> <li>• Research and investigate new technologies and components to be considered for implementation into capital refit programs, providing recommendations to Fleet Project Engineering on product improvements for consideration</li> <li>• When required, represents BC Transit during visits to manufacturing and operating companies</li> </ul>
<p><b>Fleet Procurement and Implementation Support</b></p>	<ul style="list-style-type: none"> <li>• Provides technical support and guidance with respect to new bus specifications and quality assurance standards by: <ul style="list-style-type: none"> <li>○ Supporting Fleet Project Engineering team with technical specification development</li> <li>○ Liaison with colleagues in the Fleet Technical Services departments on fleet defects, ongoing new bus technical issues and product reliability analysis</li> <li>○ Liaison with internal stakeholders to ensure that bus specifications satisfy the latest functional requirements.</li> </ul> </li> <li>• Assists with the evaluation of proposals and tenders by: <ul style="list-style-type: none"> <li>○ Assessing modifications and new designs offered by manufacturers and suppliers</li> <li>○ Observing and evaluating any on-going design deficiencies.</li> <li>○ Developing proposal evaluation and quality criteria</li> <li>○ Reviewing procurement contracts for language relevant to project inspection activities</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Supports the implementation of new builds into operation through the following: <ul style="list-style-type: none"> <li>○ Liaison with Warranty Administration and Fleet Capital Projects departments on delivery, implementation, and commissioning of new build into fleet</li> <li>○ Provides technical advice to Fleet Standards and purchasing department staff concerning specialty parts and components required to support the new fleet. Liaises with component and parts suppliers and manufacturers to provide quality replacement parts and supply chain frameworks.</li> </ul> </li> <li>• Supports Fleet Project Engineering with vehicle testing, and collection of empirical in-service data to validate vehicle operating performance and improve associated technical specifications</li> <li>• Support the commissioning of Smartbus equipment and other ITS Systems prior to delivery of new bus fleets</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Plan and coordinate travel schedules and logistics and complete associated travel expense reports</li> <li>• Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>

Summary of Qualifications and Job Specific Competencies	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Grade 12 Diploma or equivalent.</li> <li>• A trades qualification in Commercial Vehicle Transport, with advanced courses, or related fields</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Four (4) years related experience in transit vehicle maintenance, commercial vehicle inspections and or vehicle build quality inspections.</li> <li>• An equivalent combination of education and experience may be considered.</li> </ul>
<b>Key job-specific competencies</b>	<ul style="list-style-type: none"> <li>• Experience should include report writing, and proficiency in Microsoft Word, Excel, PowerPoint, Project and Outlook.</li> <li>• Requires thorough understanding operating and maintenance problems covering both custom and conventional transit fleets, and to understand the legalities around the Motor Vehicle Act, plus policies and procedures.</li> <li>• Conflict resolution skills and business relationship building an essential personal attribute in this front-line position.</li> </ul>
<b>Willingness Statement</b>	<ul style="list-style-type: none"> <li>• A class two driver's license with air endorsement.</li> <li>• Incumbent travels independently approximately 40-50% of the year to locations within BC, Canada and the USA.</li> </ul>