


Position Identification			
Position Title	Fleet Standards Coordinator		
Position Replaces	N/A		
Position Level	Employee	Position Code	1682
Pay Group	Group 8	Revision Date	Apr-21
Supervisor Title	Supervisor, Fleet Maintenance Standards	Sup. Position Code	1144
Additional Requirement	CRC	N/A	
Division	Asset Management	Flexible Work Arrangement	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

The Asset Management and Engineering department is responsible for leading an integrated planning process to inform long-term capital project investments, for managing standards and technical specifications to support the design/acquisition of assets, and for overseeing systems, processes and programs required to maintain and sustain BC Transit fixed and fleet assets in operation across the province.

Job Overview

Reporting to the Supervisor, Fleet Maintenance Standards the Fleet Standards Coordinator is responsible for supporting the Fleet Standards department by planning, processing and supporting a variety of activities related to vehicle maintenance, throughout the province. Responsibilities include but are not limited to processing maintenance work orders and invoices for payment, updating and monitoring performance reports and supporting the departmental training and communication needs. This position works with a variety of internal and external stakeholders in achieving key deliverables.

Key Accountabilities and Expectations

Key Accountability	Expectation
Financial Responsibility	<ul style="list-style-type: none"> Review and process select maintenance work orders/invoices in BC Transit's work management system (JD Edwards) by: <ul style="list-style-type: none"> Authorizing work order payments to a maximum value as outlined by the approval authority matrix Assigning correct coding to work orders (GL Code, System, Sub-System) Reviewing, tracking and recommending actions for outstanding work orders Liaising with key stakeholders as needed to support and correct errors, omissions and rejections related to work orders Reviewing and processing maintenance invoices submitted manually by third party maintenance providers Tracking maintenance expenditures for the provincial fleet and work with key stakeholders to identify outliers, trends and explain variances to budget.
Reporting	<ul style="list-style-type: none"> Reviewing and tracking outstanding fleet inspection reports and responses. Filing documentation as per standard operating procedures and updating KPI reports as required. Reviewing and updating operating performance reports (ie. Bus off-list, fuel and kilometer reports, maintenance budget) and following up with key stakeholders as needed.
Fleet Accident Processing	<ul style="list-style-type: none"> Coordinating work processes and approvals related to the repair/disposal of accident buses, including but not limited to: <ul style="list-style-type: none"> Monitoring and updating accident bus status reports Processing internal and external documentation (ie. ICBC and insurance claim information, incident reports, repair quotes, internal approvals) Overseeing internal parts work order and tracking
Stakeholder Relations	<ul style="list-style-type: none"> Supporting fleet maintenance training program by coordinating and scheduling training sessions with vendors, subject matter experts and trainees. Support the planning and scheduling of the annual maintenance workshop by: <ul style="list-style-type: none"> Identifying location and accommodation Creating the workshop schedule Communicating to internal and external stakeholders Organizing vendor participation and sponsorships Supporting departmental communication needs such as: <ul style="list-style-type: none"> Updating and managing digital content on Fleet Management's web pages on the internal and external intranets (Hub).

	<ul style="list-style-type: none"> • Distributing reports, memos, directives, surveys and newsletters to internal and external stakeholders. • Updating contact information and email distribution lists as needed
Additional Duties	<ul style="list-style-type: none"> • Providing support managing issues related to JD Edwards and vendor software programs. • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Trade qualification or equivalent experience
Experience	<ul style="list-style-type: none"> • 2 years related experience in an administrative role, preferably in maintenance administration • JD Edwards and Hubble (financial software) experience an asset • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Strong communication skillset in addition to technical knowledge. • Adaptable and able to prioritize tasks in a deadline-driven environment. • Must be able to demonstrate strong computer skills in MS Suite (i.e. Word, Excel, PowerPoint, Teams) • Strong verbal and written communication skills • Strong interpersonal skills with a focus on customer service • Organized and detail oriented