


Position Identification			
Position Title	Fleet Inspector		
Position Replaces	N/A		
Position Level	Employee	Position Code	1057
Pay Group	Group 11	Revision Date	Oct-19
Supervisor Title	Supervisor, Fleet Maintenance Standards	Sup. Position Code	1144
Additional Requirement	CRC	Choose from drop down	
Division	Asset Management	Flexible Work Arrangement	N/A

Organizational Description
<p>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.</p> <p>Our Mission: Delivering transportation services you can rely on</p>

Department Summary
<p>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.</p>

Job Overview
<p>Reporting to the Supervisor, Flete Maintenance Standards, the Fleet Inspectors are responsible for ensuring maintenance quality and adherence to BC Transit policies and procedures throughout the province. Fleet Inspectors are required to review and authorize maintenance expenditures as well as provide technical support, training and guidance regarding maintenance repairs on a diverse fleet of vehicles and are subject matter experts in their field. Approximately 30% of the job requires travel throughout the province to perform fleet inspections and support visits.</p>

Key Accountabilities and Expectations	
Key Accountability	Expectation
Technical	<ul style="list-style-type: none"> Oversees the maintenance of BC Transit vehicles within the allocated region by guiding, directing and instructing operating companies how to provide transit fleet maintenance. Acts as technical experts to support operating companies and sub-contracted maintenance providers regarding fleet maintenance. Resolves fleet maintenance issues on a daily basis by utilizing established guidelines, processes, procedures and software programs and makes recommendations as required. When required, investigates accidents and incidents where BC Transit vehicles and equipment condition and design are concerned. Prepares investigation reports, conducts interviews and researches issues. Assists CVSE during investigations as it relates to fleet maintenance and bus operation. Maintains adequate knowledge of emerging technology and maintenance trends for transit vehicles. This includes making recommendation for research and development projects and new product trials.
Compliance	<ul style="list-style-type: none"> Ensures operating companies adhere to the terms and conditions of their fleet-based agreements with BC Transit, including SPOA, Vehicle Lease Agreements, provincial regulations, BC Transit commercial vehicle preventative maintenance program and the National Safety Code (NSC). Review operating companies' maintenance work orders/invoices and determines if approved for payment (within signing authority), assigns to Manager for approval (when above signing authority limit) or rejects back to the operator, based on BC Transit standard operating procedures (SOP).
Training	<ul style="list-style-type: none"> Provides training and guidance as it relates to JD Edwards/RTS Connect, follow up with operating companies regarding JD Edwards/RTS Connect compliance including, but not limited to: fuel and kilometer reporting, work order quality and timing of submission. Assesses, develops, delivers and documents onsite and in-classroom training programs and presentations related to maintenance by: <ul style="list-style-type: none"> Identifying training needs of staff in Victoria Regional Transit System (VRTS) and Regional Transit Systems (RTS), to effectively and efficiently diagnose and repair BC Transit's vehicles and when necessary, arranges for training by manufacturer's representatives and other specialists. Preparing, organizing, and delivering presentations, training modules, training videos, job aids, and training plans for VRTS

	and RTS. Create customized training courses and programs specific to BC Transit assets as well tailoring training provided by bus and component manufactures.
Planning	<ul style="list-style-type: none"> Organizes the annual maintenance training workshop by coordinating manufacturers and maintenance staff attendees, organizing and scheduling training content, delivering training sessions, and tracking the budget for the seminar. Solicits sponsorship by vendors.
Collaboration	<ul style="list-style-type: none"> Represents BC Transit during visits to manufacturers and operating companies. Maintains liaison with operating companies (VRTS and RTS), equipment suppliers, and vehicle manufacturers as well as BC Transit internal departments such as Fleet Maintenance Planning & Administration, Fleet Capital Projects, Regional Transit Managers, Planning, Purchasing, Safety & Training and Accounting staff, concerning maintenance and operating practices, budgets, invoices, warranty and vehicle assignments. Provides input to Fleet Engineering and Fleet Capital Projects with vehicle and equipment specifications for public tender documents that meet BC Transit's vehicle and equipment standards and assists in the evaluation of tenders. Assists the Fleet Engineering department when required by inspecting new vehicles to ensure manufacturer has adhered to the specification requirements of the tender documents. Accepts or rejects new vehicles into service. Liaises with suppliers and internal staff to ensure that all recoverable costs are received from warranties. Provides input to maintenance facilities projects. Assists with the coordination of the assignment of new vehicles, and re-locations of existing vehicles within the fleet between transit systems. Identifies future vehicle assignments and replacements based on vehicle condition and individual location requirements.
Administrative	<ul style="list-style-type: none"> Provides input to maintenance budgets which includes providing costing information. Ensures warranty procedures and processes are followed correctly. Provides instructions to operating companies and advises Supply Services and Purchasing department regarding parts and components required to support the fleet. Provides input for replacement parts by liaising with Purchasing department to source alternate parts suppliers. Liaises with component and parts suppliers and manufacturers to provide quality replacement parts and components. Monitors part usage and costing information to ensure BC Transit standards are maintained. Supports revenue farebox collection program.

	<ul style="list-style-type: none"> Writes reports, letters and documents related to inspections, technical, training and budget information and maintenance standards, standard jobs, standard repair times on an ongoing basis. Follows and makes recommendations to department processes and procedures.
Additional Duties	<ul style="list-style-type: none"> Provides relief coverage to other Fleet Inspectors' area of responsibilities and tasks as required. 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"> Grade 12 Diploma or equivalent Certificate of Qualification in the trade of Commercial Vehicle Transport, with advanced courses, or related fields, Class 2 driver's license with airbrake endorsement; Eligible to become an authorized Inspector under the Commercial Vehicle Inspection Program Eligible to obtain Compressed Natural Gas (CNG) Certification
Experience	<ul style="list-style-type: none"> Four (4) years previous experience in transit vehicle maintenance Supervisory or leadership experience is considered an asset. An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> Knowledge of Commercial Vehicle Inspection Program (CVIP), Motor Vehicle Act, Motor Vehicle Act Regulations, Commercial Vehicle Safety Alliance (CVSA) and National Safety Code (NSC) Organized, detail-oriented and able to read and comprehend complex technical documents such as vehicle service manuals, electrical/wiring diagrams, software programs and computer logic. Good verbal and written communication skills Strong interpersonal skills with a focus on customer service, training and support. Proficient with computers and possesses solid understanding of Microsoft Office Suite (ie. Word, Excel, PowerPoint).
Willingness Statement	<ul style="list-style-type: none"> Incumbent travels independently approximately 30% of year of the year to locations within BC, Canada and the USA. Additional travel may be required based on circumstance. Able to manually carry loads between 10kg and 20kg (NOC Medium Strength Requirement), and over 35kg (Heavy Requirement) on a minimal basis.