


Position Identification			
Position Title	Service Person		
Position Replaces	N/A		
Position Level	Employee	Position Code	1177/1178
Wage Grid	Service Person	Revision Date	Nov-21
Supervisor Title	Daily Shift Manager	Sup. Position Code	1145/1198
Additional Requirement	CRC	Shift Work	
Division	Operations	Flexible Work Arrangement	N/A

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 Victoria Operations Department is responsible for delivery of transit service within the Victoria Regional Transit System. The VRTS operates 24/7 and 365 days per year with the main objective of ensuring safe, reliable and a customer centric service that consistently meets expectations. The Maintenance Services department of BC Transit is responsible to sustain and perform preventive maintenance activities on the fleet and infrastructure assets assigned to the Victoria Regional Transit System (VRTS). Our dynamic team maintains a fleet of over 300 vehicles to provide clean, safe and reliable buses for our riders.

Job Overview

Reporting to the Daily Shift Manager, the Service Person will perform any duties incidental to the servicing of buses such as fueling, checking and maintaining proper fluid levels, washing, sanitizing, cleaning bus interiors and exteriors, carrying out all functions related to the emptying of fare-box, and assisting with advertising and promotions when needed.

The Service Person will be required to operate Transit buses in the yard and throughout Greater Victoria for on-road vehicle transfers. Operation of any other equipment incidental to garage work will also be necessary. The Service Person will be required to perform data collection, yard surveys and data entry utilizing computers, tablets or terminals. The Service Person may be

required to use any tools necessary in carrying out their duties but will not be required to own tools.

This position is physical and requires the individual to work predominantly outside and be exposed to a range of work conditions. All equipment required to perform the job, including Personal Protective Equipment, coveralls, and winter gear will be provided by BC Transit.

Key Accountabilities and Expectations

Key Accountability	Expectation
Physical Demands & Work Environment	<ul style="list-style-type: none">• The physical demands of the BC Transit Service Person require manual handling of loads between 10 kg and 20 kg on a regular basis, with maximum loads up to 35 kg.• Work environment is split between inside and outside.• Exposed to inclement weather conditions. Appropriate gear and clothing will be provided.• Work with and around cleaning agents, lubricants and dust (WHMIS training provided).• Push/pull/carry vacuums, garbage cans, oil canisters, recycling, hoses, fare-box and fuel lines.• Pull open and close hatch doors.• Driving buses and shop vehicles, both in the yard and on the road.• Work in close proximity to moving traffic.• Exposed to biohazardous materials. All appropriate personal protective equipment and training will be provided in order to ensure a safe work environment for BC Transit staff
Work Shift/Hours	<ul style="list-style-type: none">• The position requires working out of one of our Victoria Regional Transit locations, on a variety of shift schedules incl. day, afternoon, night and weekends• Regardless of shift the service person receives 50 minutes of breaktime, which is typically divided into two 10-minute rest periods, and one 30-minute meal break.• Overtime is not a frequent requirement of the position but does arise on rare occasions in the form of incidental-overtime, which is voluntary and issued as per the Collective Agreement.
Additional Duties	<ul style="list-style-type: none">• 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
Requirements	<ul style="list-style-type: none">• A valid driver's license – minimum Class 5• Class 2 Learners AND a temporary #15 air brake restriction/endorsement required for the first day of employment• Ability to obtain a valid Class 2 driver's license with air brakes within the probation period, and capable of, after on-the-job training, holding a class 2 license• Ability to pass a comprehensive ICBC medical examination relating to the Motor Vehicle Act requirement for a Class 2 driver's license