



JOB DESCRIPTION

Job Title:	Service Person	Date:	November 2021
Division:	Asset Management	Location:	Victoria (VTC) or Langford (LTC)
Department:	Victoria Maintenance	Level:	Employee
Exempt / Union	Unifor 333	Band / Group Level	As per the C/A

DESCRIPTION

Reporting to the Maintenance Supervisor, 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 survey's 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.

See what it is like to work at BC Transit in as a Maintenance Employee:

<https://www.youtube.com/watch?v=r766ai5nf3U>

MINIMUM QUALIFICATIONS

- Full completion of high school or equivalent required
- 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
- Submission of current 5-year Driver's Abstract and 5-year claims experience summary demonstrating safe and responsible vehicle operation, as determined by BC Transit, with your application.
- Offer of employment is subject to the successful completion of a pre-employment medical to ensure that the incumbent will be able to carry out all bona fide occupational duties.
- Ability to work evenings and weekends

PHYSICAL DEMANDS & WORKING ENVIRONMENT

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.

Key physical demands include:

- 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

ADDITIONAL POSITION INFORMATION

- This position requires the completion of a clear Criminal Record Check and/or Vulnerable Sector Search.
- The position requires working a variety of shift schedules incl. day, night and weekends
- Shifts for this position are typically but not limited to 16:00 – 03:30.
- 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.
- Shifts are selected based on seniority through an annual shift-bid process as per the Collective Agreement
- Training with Safety & Training department

CORE COMPETENCIES

- **Safety** - Safety is one of BC Transit's core values. Working safe and adhering to safety protocols and practices at all times incl. when operating heavy machinery - a transit bus.
- **Adaptability** - Adapts quickly to change and easily considers new approaches.
- **Professional Integrity** - Displays and promotes conduct and behaviours consistent with BC Transit's standards. Work is consistently completed in a thorough and high quality manner.
- **Results Oriented** – Drives results on an individual level, addresses barriers, and holds oneself accountable for results.
- **Teamwork** – Cooperates and collaborates with colleagues in order to achieve results and treats others with respect.