
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Transportation

Class Series: Transportation

Grid: 14

Class Title: Transportation Attendant III

I. Level Definition

Positions at this level operate passenger transportation vehicles such as vans and/or buses with seating capacities of between 11 and 25 passengers including the driver while carrying one or more passengers. May supervise designated staff.

AND/OR

Positions at this level operate one or a variety of transportation vehicles and/or equipment such as trucks with 3 or more axles requiring air brakes and/or forklifts with a lifting capacity between 2,042 kg and 3,629 kg. May supervise designated staff.

II. Typical Duties

- (1) Transports one or more passengers by operating vehicles such as vans and/or buses with seating capacities of between 11 and 25 passengers including the driver.
- (2) Transports a variety of supplies and/or materials to and from delivery locations by operating trucks with 3 or more axles requiring air brakes.
- (3) Transports a variety of supplies and/or materials by operating forklifts with a lifting capacity of between 2,042 kg. and 3,629 kg.
- (4) Assists in embarking and disembarking passengers.
- (5) Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (6) Maintains related documentation such as log books.
- (7) Performs a variety of routine inspection/maintenance duties on vehicles and equipment such as securing load, cleaning, checking belts, lights and tires and maintaining fluid levels; recommends vehicle and/or equipment repairs as required.
- (8) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 plus two years' recent, related experience or an equivalent combination of education, training and experience. Valid class 4 vehicle license (unrestricted) and/or valid class 3 vehicle licence with air brake endorsement as required per vehicle(s).

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.