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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Transportation

**Class Series:** Transportation

**Grid:** 17

**Class Title:** Transportation Attendant (Charge)

### **I. Level Definition**

Positions at this level are in charge of the transportation function by supervising Transportation Attendants and other designated staff and performing related administrative duties.

### **II. Typical Duties**

- (1) Is in charge of the transportation function by performing related administrative duties such as monitoring and making recommendations regarding the budget, allocating resources and overseeing and updating standards and procedures.
- (2) Supervises Transportation Attendants and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance, determining related training and orientation requirements and ensuring safety practices and procedures are adhered to.
- (3) Liaises with other hospital departments regarding problems with Transportation systems and services; assists the department head with the planning and implementation of new Transportation-related systems and services.
- (4) Maintains inventory records of related Transportation supplies and equipment; coordinates the maintenance and repair of related equipment; orders equipment and supplies as required; performs transportation attendant duties as required.
- (5) Maintains department activity and workload statistics.
- (6) Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 plus four years' recent, related experience including one year in a supervisory capacity, or an equivalent combination of education, training and experience. Appropriate valid motor vehicle license and endorsements.

#### **(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.