
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Transportation

Class Series: Transportation

Grid: 15

Class Title: Transportation Attendant IV

I. Level Definition

Positions at this level operate passenger transportation vehicles such as buses with seating capacities of over 25 passengers including the driver while carrying one or more passengers, and forklifts with a lifting capacity over 3,629 kg. May supervise designated staff.

II. Typical Duties

- (1) Transports one or more passengers by operating vehicles such as buses with seating capacities of over 25 passengers including the driver.
- (2) Transports a variety of supplies and/or materials by operating forklifts with a lifting capacity of over 3,629 kg.
- (3) Assists in embarking and disembarking passengers.
- (4) Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (5) 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.
- (6) Maintains related documentation such as log books.
- (7) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 plus three years' recent, related experience or an equivalent combination of education, training and experience. Valid class 2 vehicle licence.

(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.