



6575 Bayne St, Halifax, NS B3K 2V6

Bus Detailer Department Supervisor - QA Coordinator

Ambassatours Gray Line - Halifax, NS

Here we grow again!

Ambassatours Gray Line, the region's largest tour company, has an immediate opportunity for a full-time, year-round of Quality Assurance Coordinator at it's north end Halifax motorcoach service centre (6575 Bayne Street, Halifax, Nova Scotia).

Job Description

Our QA role is to record and analyze quality data, and implement procedures. Coordinator will also supervise and monitor bus detailing staff, their productivity, as well as the cleaning budget and will inspect specialized cleaning equipment.

Role & Duties

- Ensure and confirm with Dispatch, that all daily scheduled vehicles are cleaned/fueled and ready for service
- Conduct ongoing QA surveys of all motor coaches, Harbour Hoppers, Double Deckers and vessels, on both the core and seasonal fleets
- Record all identified defects on the deficiency status board
- Review green sheets daily, and record the deficiency on status board
- Collect and review fuel sheets daily, submit to the admin office daily
- Schedule minor bus repairs with other team members, monitor and update defects board when tasks are complete
- Ensure that all interior electronics components (WIFI -VCR – Power Outlets etc.) are tested during QA walk-downs, and recorded on the amenities board
- Ensure cleaning quality standards, including processes and products used, are in adherence with company policy
- Ensure company safety standards and protocols are being followed by all detailing personnel
- Control and monitor wash bay consumables, measure inventory and consumption rates
- Conduct random shop cleanliness inspections, with the director or shop foreman
- Sort, log and secure lost and found items.
- Monitor and update SDS sheets for wash-bay items.
- Utilize computer skills to track and manage data, prepare and convert into power point
- Meet with Director weekly, focusing on departments goals/accomplishments and future requirements

Supervisory Responsibilities

- Demonstrate leadership qualities in all areas of exchange with staff, peers and supervisors.
- Set the duty roster (schedule) for all wash-bay team members, and posts it one week in advance
- Ensure the roster has been distributed and understood by wash bay Leads
- Monitor wash bay productivity, develop continuous improvements and forward recommendations to the Director
- Assist Leads with proper reporting info on daily fuel sheets
- Participate in the H.R process, including, interviews, hiring, onboarding and monitoring wash bay

staff

- Provide Leads with clear directions/instructions and monitor actions items
- Track accountability and participate in wash bay staff discipline process
- Participates in Joint Occupational Health & Safety programs and serves on the committee.
- Ensure action items assigned to your team members are addressed
- Demonstrate company values

NOTE: this position requires a high level of proficiency in Excel and other data management programs. There will be an excel test at time of interview.

Assets:

- Previous detailing experience
- Previous supervisory experience
- Experience with detailed record-keeping
- Class 2 bus drivers license

Hours of Work:

Usually weekday, day times, with possibility of occasional evening or weekend work during busiest months from July through October.

Team Size:

From November to June you will be supervising 4 Detailing leads, each with a cleaner as partner. In peak season (May through October) there will be up to 10 additional staff in the department.

Benefits:

There is a six month probation period for this position, after which you may be eligible for company medical and dentals benefits.

Location of work:

Ambassatours motocoach service centre, 6575 Bayne Street, Halifax, Nova Scotia.

Job Type: Full-time

Required experience:

- supervisory: 5 years
- excel spreadsheet: 4 years
- OHS committee: 3 years
- detailing: 5 years

Required education:

- High school or equivalent

Job Location:

- Halifax, NS

Required license or certification:

- Class 2 coach license an asset

How to Apply

[Apply online via Indeed.com](#)