

Halifax Regional Municipality is inviting applications to create an **Eligibility List** for the position of **Part-time Hostler** in the Bus Maintenance division of Halifax Transit. Vacancies that are not filled internally will be filled from this Eligibility List. The Eligibility List created is effective for 6 months and may be extended as required. Preference will be given to applications from qualified African Nova Scotians, racially visible persons, women in non-traditional positions, persons with disabilities, Aboriginal persons, and persons of the LGBTQ+ community. HRM encourages applicants to self-identify.

The Hostler, under the direction of the Superintendent Bus Maintenance, performs the necessary duties to prepare and ensure all buses are ready for the following day service. Duties include but are not limited to cleaning, fueling, maintaining fluids and performing special cleaning as necessary. Associated paperwork and data entry is required. The Hostler is responsible to perform this work following all relevant safety procedures. The Hostler must possess a valid driver's license, acceptable driver's abstract and a willingness to obtain a Class 2 driver's license.

DUTIES AND RESPONSIBILITIES:

Placer Stand

- Data entry of bus parking matrix into HASTUS (Operational Routing Tool) on a daily basis.
- Emptying of Fare boxes from the vehicle.
- Monitor of vehicle status and appropriate placement of buses in the fleet yard in accordance to the hoist sheet.
- Communicate with operations (dispatch) as required with regards to the parking matrix.

Fueling

- Fueling buses
- Checking and topping up all fluids including transmission, engine oil, coolant, windshield washer, urea
- Report any service line defects to the supervisor
- Record bus numbers, kilometers and total fuel consumption using data entry system
- Check tires and wheel nuts and report any defects to the supervisor

Driving

- Operate the transit vehicles as needed to prepare and position them for service.
- Sweep interior of the bus and remove any debris (eg. Newspapers) or lost and found items.
- Wipe down the driver's area, dashes and windows
- Empty Fare box
- Drive and place the bus as directed by the placer's parking matrix

Interior Wash/Cleaning

- Mopping floors
- Scrubbing walls
- Cleaning windows
- Scrubbing ceiling
- Removal of debris from the bus.
- At times, removal of hazardous material
- Variety of cleaning products and chemicals used.

QUALIFICATIONS

Education and Experience:

- Grade 12 or equivalent

- 2 years' experience in the servicing of fleet vehicles (e.g. checking oils, fluids, coolant, fueling, cleaning and general operation).
- Acceptable Driver's Abstract.
- Class 5 Driver's license and ability to obtain class 2 license.
- Demonstrated experience in the use of computer applications.
- Must be punctual and reliable.
- Proven ability to work as part of a team.

Technical / Job Specific Knowledge and Abilities:

- Follow Safe Work Practices.
- Read and interpret policies, procedural manuals, MSDS sheets and other work-related documents.
- Follow written and oral instructions.
- Utilize computer equipment to input work order information and complete other basic computer functions.
- Manage time, priorities and work in pressure situations with multiple deadlines.

Security Clearance Requirements: Applicants may be required to complete an employment security screening check.

Please note - Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates, who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

Competencies: Communication, Customer Service, Organization and Planning, Teamwork & Cooperation, Values and Ethics, Valuing Diversity.

WORK STATUS: Permanent Part-time. Eligibility list will be effective for up to 6 months and may be extended, as required.

HOURS OF WORK: Based on operational requirements. Must work holidays that fall on scheduled work days.

SALARY: \$24.39 per hour according to the Collective Agreement between the Amalgamated Transit Union, Local 508 and Halifax Regional Municipality.

WORK LOCATION: Burnside Transit Center, 200 Ilsley Avenue, Dartmouth NS or Ragged Lake Transit Center, 110 Grassy Lake Drive, Halifax, NS.

CLOSING DATE: Applications will be received up to midnight on April 30, 2019

This is a bargaining unit position. External applicants will only be considered if there are no qualified bargaining unit candidates.

Please note: We thank all applicants for their interest in this position. Only those applicants selected for an interview/ testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

To apply visit our website at www.halifax.ca/employment Questions may be directed to Jennifer Webb at 902-490-2469 or via email to webbj@halifax.ca