

| JOB DESCRIPTION | | |
|-----------------------|---|---|
| POSITION TITLE | : | Body Mechanic |
| POSITION # | : | |
| BUSINESS UNIT | : | Halifax Transit |
| DIVISION | : | Bus Maintenance |
| SECTION | : | |
| REPORTS | : | Superintendent, Bus Maintenance |
| Approved | : | Dave Reage Date: May 2016 |

SUMMARY

Halifax Regional Municipality is inviting applications for the permanent position of Body Mechanic in the Bus Maintenance division of Halifax Transit. Under the direction of the Shift Supervisor, the Body Mechanic performs maintenance work on the Halifax Transit fleet.

Be part of an integral team of approximately 130 other bus and transport mechanics, body mechanics, and hostlers that work to maintain a safe and reliable fleet of buses used to serve a community of approximately 400,000.

Halifax Transit offers a competitive compensation package that includes a generous defined benefit pension plan and comprehensive health coverage. Other benefits include a generous clothing allowance, tool replacement program, opportunities for advancement, and quality training programs.

DUTIES AND RESPONSIBILITIES

- Perform body inspections of fleet buses as required.
- Identify and document any damage and/or repairs needed on a work order.
- Complete body repairs to fleet buses as required.
- Follow all OH & S regulations and Metro Transit safety policies.
- Other related duties as required.

QUALIFICATIONS

Education & Experience

- Grade 12 or equivalent education and experience.
- Must be a licensed Body Mechanic. Consideration may be given to Apprentice Body Mechanic.
- Three (3) years' experience in the repair and maintenance of fleet vehicles.
- Valid Driver's License with a good driving record must be willing to obtain a Class II license. A current driver's abstract must be presented upon hire.

Technical/Job Specific Knowledge and Abilities

- Good oral and written communication skills
- Good attendance and work record, including punctuality and reliability.
- Must have own hand tools.
- Ability to work with minimal supervision.

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.

The selection process will also include a thorough review of the applicant's attendance, punctuality, reliability, work records and reference checks.

Candidates will be required to provide proof of their valid certificates and licenses, per the educational and technical qualifications, prior to being invited for an interview.

SECURITY CLEARANCE REQUIREMENTS: Successful candidates will be required to provide an acceptable Criminal Records Check.

Competencies: Customer Service; Teamwork & Cooperation; Communication; Flexibility; Initiative; Valuing Diversity; Achievement Motivation; Organization and Planning.

Customer Service Orientation - Customer Service Orientation implies a desire to help or serve others, to meet their needs. It means focusing one's efforts on discovering and meeting the customer or client's needs. Customers include citizens, elected officials, internal colleagues, or anyone that the person is trying to help.

Teamwork and Cooperation - Teamwork and Cooperation implies the intention to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. For this competency to be effective, the intention should be genuine. Teamwork and Cooperation may be considered whenever the subject is a member of a group of people functioning as a team.

Communication - Communication is effective, timely and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies that this information is processed into actions.

Flexibility - Flexibility is the ability to adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and changing or easily accepting changes in one's own organization or job requirements.

Initiative - Initiative is a bias for taking action, proactively doing things and not simply thinking about future actions. The time frame of this scale moves from completing past or current projects to acting on future opportunities or problems. Formal strategic planning is NOT included in this competency.

Valuing Diversity - Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Sees diversity as beneficial to the organization and community. It implies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

Achievement Motivation- Achievement Motivation is the ability to focus efforts on working well and/or competing against a standard of excellence while achieving high quality results.

Organization / Planning - Organization / Planning implies the ability to effectively plan and organize one's time to achieve goals, to prioritize tasks and allocate time and resources accordingly to ensure completion, to manage multiple tasks and organize time accordingly, and to make use of resources available to assist in achieving these goals.

RELATIONSHIPS/CONTACTS

Reports to: Superintendent, Bus Maintenance

Supervises: None

Internal Contacts:

External Contacts:

WORKING CONDITIONS

As per the ATU Collective Agreement.

Work Hours

- Shift Work

Physical Demands: None - Not at All; Occasional - 1 to 2.5 hrs; Frequent - 2.5 to 5.5 hrs

- Standing – Frequent
- Walking – Frequent
- Bending – Frequent
- Squatting – Occasional
- Lifting – Up to 200 lbs, with assistance
- Pushing/Pulling – Up to 100 lbs, with assistance
- Head/Neck dexterity – Frequent

Environmental Demands:

- Indoor garage environment, diesel fumes, dust and soot, paint fumes, high noise levels.

- Must be able to work shift work
- Flexible shifts and hours (nights and weekends)
- Duties may be performed outside in all weather conditions.

Psychological Demands:

- Intense visual concentration required when working on computer.
- Tendency to have high volume of interruptions.

OTHER REQUIREMENTS:

Signatures:

Completed by: Wendy Lines

Signature: _____

Date: _____

Reviewed by Director:

Director: Dave Reage

Signature: _____

Date: _____

Reviewed by Human Resources:

Name: _____

Signature: _____

Date: _____