

JOB DESCRIPTION		
POSITION TITLE	:	Hostler
POSITION #	:	
BUSINESS UNIT	:	Halifax Transit
DIVISION	:	Bus Maintenance
SECTION	:	
REPORTS	:	Superintendent of Bus Maintenance
Approved	:	Eddie Robar Date: October 2014

SUMMARY

The Hostler, Halifax Transit, 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, fuelling, 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.

Fuelling

- Fuelling 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, kilometres 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.

Other duties as required.

QUALIFICATIONS

Education & Experience

- Grade 12 or equivalent
- 2 years' experience in the servicing of fleet vehicles (e.g. checking oils, fluids, coolant, fuelling, 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.

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 – Occasional to Frequent
- Squatting – Occasional
- Lifting – Occasional to Frequent (Up to 25 lbs, with assistance)
- Pushing/Pulling – Occasional to Frequent (Up to 50 lbs, with assistance)
- Carrying – Occasional (up to 25 lbs, with assistance)

Environmental Demands:

- Indoor garage environment, diesel fumes, dust and soot, paint fumes, high noise levels.
- Must be able to work between the hours of 7:00 pm to 3:00 am
- 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.

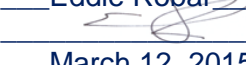
SECURITY CLEARANCE REQUIREMENTS: Criminal Record Check

OTHER REQUIREMENTS:

Signatures:

Completed by: Wendy Lines
Signature: 
Date: March 2, 2015

Reviewed by Director:

Director: Eddie Robar
Signature: 
Date: March 12, 2015

Reviewed by Human Resources:

Name: _____
Signature: _____
Date: _____