
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Transportation

Class Series: Transportation

Grid: 11

Class Title: Transportation Attendant II

I. Level Definition

Positions at this level operate passenger transportation vehicles with seating capacities of up to 10 passengers including the driver while carrying one or more passengers; special vehicles that are designed to or modified to seat up to 10 passengers including the driver while carrying one or more passengers, and are used for the public transportation of handicapped persons. May supervise designated staff.

AND/OR

Positions at this level operate one or a variety of transportation vehicles such as trucks with 3 or more axles without air brakes and/or fork lifts with a lifting capacity of up to and including 2,041 kg. May supervise designated staff.

II. Typical Duties

- (1) Transports one or more passengers by operating vehicles such as passenger vehicles and special vehicles with seating capacities of up to 10 passengers including the driver.
- (2) Transports a variety of supplies and/or materials to and from delivery locations by operating transportation vehicles such as trucks with 3 or more axles without air brakes.
- (3) Transports a variety of supplies and/or materials by operating forklifts with a lifting capacity of up to and including 2,041 kg.
- (4) Assists in embarking and disembarking passengers.
- (5) Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (6) 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.
- (7) Maintains related documentation such as log books.
- (8) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 plus one year's recent, related experience or an equivalent combination of education, training and experience. Valid class 4 vehicle license (restricted) and/or valid class 3 vehicle license as required per vehicle(s).

(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.