SUNSHINE COAST REGIONAL DISTRICT **JOB DESCRIPTION**

SERVICE PERSON (TRANSIT ASSISTANT)

EXEMPT OR UNION: Union
SALARY LEVEL: See Collective Agreement
LOCATION: Mason Road
APPROVED BY: Manager, Transit and Fleet

Replaces: *Service Person (Transit Assistant)*

DEPARTMENT: Infrastructure Services
DIVISION: Transit and Fleet Services
SUPERVISOR: Fleet Maintenance Coordinator
UPDATED: August 2026

Previous Version: November 2024

SUMMARY: Works under the general supervision of the Fleet Maintenance Coordinator and the day-to-day work direction of mechanics on duty, cleans, washes and pre-trips Transit Buses, performs routine servicing and maintenance tasks on Transit and other fleet vehicles, maintains the repair shop and grounds of the Mason Road site in an orderly and safe condition, performs cleaning, maintenance and installation work on bus stops and shelters.

KEY RESPONSIBILITIES *include:*

1. To complete pre-trip safety checks of Transit vehicles consistent with legislative requirements.
2. To perform regular cleaning and fuelling of Transit buses and collection/deposit of fare receipts.
3. To assist the Fleet Maintenance Supervisor and Mechanics in performing safety checks and routine servicing of Transit buses and Regional District fleet vehicles.
4. To maintain and repair shop equipment (oil pumps, air compressor, air dryer, pressure washer, vehicle lift jacks and stands) as required by the Mechanics and to maintain the repair shop in a safe and orderly condition.
5. To perform installation, cleaning and maintenance work on bus stops and shelters.
6. To perform grounds maintenance and perimeter security safety checks to the Mason Road site.
7. To record information about hours worked into work orders on computerized maintenance management system.
8. To comply with, and promote, safe work practices and procedures in support of a safe and healthy work environment.

TYPICAL ACTIVITIES *include:*

1. Fuels buses, empties fare boxes into fare vault if required when buses return to the Mason Road site.
2. Completes pre-trip safety checks of all transit vehicles prior to revenue operation, vacuums and washes in accordance with pre-determined schedules, checks fluid levels and air pressure in tires, checks lighting systems, headlamps, turn signals and replaces them on request.
3. Assists mechanics by shuttling buses in and out of the repair shop or to other locations when required, performs errands such as picking up parts, tires and shipped items.
4. Acts as replacement bus driver when required and if qualified on an emergency basis.
5. Cleans, oils and sharpens all shop equipment, sweeps and washes shop floor and removes garbage and oil.
6. Replaces bus stops that have been removed or damaged including grading of bus pull-out areas, cleans shelters, removes graffiti and assists other staff erecting new bus shelters.

7. Cuts grass, weed-eats and waters shrubs, cleans around fuel tanks and drains.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Grade 12 or equivalent.
- Certificate from a mechanical pre-apprentice program or equivalent is preferred.
- Experience in the use and servicing of mechanical tools.
- Valid Class 5 Driver's Licence with airbrake endorsement, with preference given to Class 2 Driver's License.

OTHER SKILLS/KNOWLEDGE/INFORMATION

- Ability to work independently.
- Ability to operate a pressure washer and various power and hand tools.
- Early morning shifts required: shifts cover seven days per week.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.
- Appointment is subject to the successful completion of a RCMP Criminal Records Search.
- Copy of current drivers abstract will be required.