

Employment Opportunity

Service Maintenance Person

Job Summary

This position involves fueling, servicing, cleaning, driving of all transit fleet and assisting with building maintenance duties.

Principle Duties Include

Fueling Transit Fleet: Buses, Paratransit, and service vehicles

This includes switching out fare boxes, fueling transit vehicles and recording consumption, replenishing fluids such as, washer fluid, antifreeze, oil, transmission and DEF fluids.

Maintenance Duties: Transit Facility, auxiliary facilities, and bus shelters

This will include, snowplowing, shoveling, salting and sanding, landscape and lawn care maintenance, road calls, calling tow trucks, changing light bulbs, cleaning bus shelters, help installing and moving bus shelters, using floor sweeper, breaking down tires and assisting building maintenance personal as needed.

Cleaning of Transit Fleet: Buses, paratransit, and service vehicles

This includes the complete interior and exterior sweeping and moping the floors, disinfecting, washing and wiping down passenger seats, rails, handles, windows, walls, dash and drivers' area, and removing garbage, graffiti, markings, and gum removal.

Cleaning of Transit Facility Washrooms, management offices, administrative offices and dispatch offices, common areas, main garage shop, storage area, and drivers' room. This includes the complete interior; disinfecting, sweeping, vacuuming, and mopping floors, washing walls, partitions, doors, mirrors and windows, cleaning toilets and urinals, restocking dispensers, and removing garbage.

This job specification seeks to present a descriptive list of the range of duties performed and is not intended to reflect all duties and responsibilities of the job. In addition to the above noted duties and responsibilities, an emphasis is placed on communications, planning, people skills and utilization of applicable technologies.

Supervision Exercised/Received

The Service Maintenance Person(s) will receive supervision from the Maintenance Supervisor(s), Superintendent(s) or Operations Manager(s) within Saint John Transit. Employees may receive guidance and direction from other management or supervisory staff as appropriate. Assists less experienced workers in completing tasks, as and when necessary. Uses experience to guide and assist others in completing work safely and to a high standard of quality.

Resumes due September 19, 2022

Posted September 7, 2022