

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSIT DIVISION – LOCATION – MOUNTAIN TRANSIT CENTRE, 2200 UPPER JAMES ST.)

SENIOR GARAGE CLERK – ATU 107

SUMMARY OF DUTIES

Reports to the Garage Superintendent and is responsible for accurate input of employees' time cards into computerized payroll system to ensure proper pay and vehicle maintenance records. Oversee and track vacation and holiday sign up for 24 hour, 7 days a week operation. Compile and input data into spreadsheets on Transit Fleet buses. Track and initiate warranty claims for payment from the original manufacturer. Maintain hard copy confidential filing system.

GENERAL DUTIES

Maintain and process hours logged by mechanics and unionized foremen for payroll and bus maintenance – computerized payroll system.

Oversee and track vacation and holiday sign up for 24 hour, 7 days a week operation.

Keep accurate sick, late, lieu time, etc. records of hourly and salaried personnel.

Prepare weekly absence report of vacation, floaters, lieu time, etc. and distribute to all staff.

Prepare reports to recover costs of repair to outside companies and input data into spreadsheet.

Track, update and record repairs on the Transit Fleet.

Open work orders to ensure preventative maintenance.

Track and initiate warranty claims for payment from original manufacturer.

Update warranty status on fleet.

Requisition and receive PeopleSoft orders. Source and order office supplies for Transit Garage at mountain location.

Record, prepare and distribute minutes of meetings.

Create and update variety of forms in Excel.

Keep records and distribute forms for safety eyewear.

Set up files and maintain confidential filing system.

Answer inquiries from other division and departments.

Perform other duties as assigned which are directly related the major responsibilities of the position.

QUALIFICATIONS

1. Demonstrated experience in the above duties, normally acquired through a combination of education and relevant work experience.

2. Experience in payroll environment and knowledge of internal payroll functions.
3. Experience in a computerized environment. Working knowledge of Excel, Word, Avantis, PeopleSoft.
4. Experience in Transit system and vehicle repairs.
5. Demonstrated ability to work under pressure within tight deadlines with speed and accuracy.
6. A high degree of sensitivity and confidentiality.
7. Familiarity with 107 and 1585 Union Contract.