

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSIT DIVISION – LOCATION – MOUNTAIN TRANSIT CENTRE – 2200 UPPER JAMES ST.)

VEHICLE SCHEDULE COORDINATOR FOREPERSON - ATU 107

SUMMARY OF DUTIES

Under the supervision of a Vehicle Maintenance Supervisor, the Foreman/Forewoman will work with and be responsible for the work performance, safety, leadership and training of the VSC (Vehicle Service Check) work group.

The VSC Foreman/Forewoman will provide consistent standards for the preventative maintenance inspections which are used, to monitor the safety condition of the vehicles, to schedule necessary repairs and establish service and inspection schedules.

GENERAL DUTIES

Assign work and ensure the quality and quantity of work performed to meet or exceed optimal standards.

Establish efficient and cost effective work methods, procedures and schedules.

Schedule/coordinate/organize/prepare:

- Vehicle Service Checks (VSC)
- MTO Inspections
- Tire Inspections
- Scheduled Lubrication
- Repairs relating or resulting from Maintenance Inspections

Maintain records, input data, etc.

Perform inspections and minor adjustments/repairs on an as required time available basis.

Demonstrate and promote employee safety.

Ensure compliance with Provincial/Company/Division rules, regulations, procedures, policies and safe working practices. Record and report all infractions to the immediate Vehicle Maintenance Supervisor.

Collect, complete, verify and forward information such as maintenance schedules, time sheets, vacation schedules, accident reports, etc., for employee and vehicle records

Attend meetings, training courses, etc. as required

Assist the Vehicle Maintenance Supervisor as required

NOTE: The duties and relationships outlined in this description are intended to cover only the significant responsibilities. Other duties which are related to the functioning of the garage may be assigned by the Vehicle Maintenance Supervisor.

QUALIFICATIONS

1. Must be able to obtain and maintain a valid Ontario Driver's License, Class "C," with "Z" endorsement.

2. Must maintain a valid 310T, Truck and Coach Technician Trade License.
3. Grade 12 or equivalent.
4. Extensive knowledge and understanding of the following:
 - Workplace Hazardous Materials Information System Legislation
 - Occupational Health and Safety Act and Regulations for Industrial Establishments
 - Human Rights Code
 - Motor Vehicle Safety Standards
5. Must be willing and able to maintain First Aid and CPR certification
6. Ability to motivate, work effectively and lead employees in the work group
7. Must be capable of working day, evening, night or weekend shifts

THIS POSITION REQUIRES A VALID CLASS "CZ" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.