

## Region of Waterloo Job Description

Title: Automotive Service Attendant

Job Code: R00916

Department/Division: Transportation & Environmental Services/Transit Services

Union: Unifor Local 4304

Reports To: Manager, Transit Maintenance; Supervisor, Fleet (Transit)

New: May 9, 2001

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### **General Purpose:**

Cleans and services buses, specialized vehicles, supervisor and other support vehicles, and fleet support vehicles/equipment.

### **Duties/Responsibilities:**

Fuels, services, cleans, vacuums, dusts, and washes buses and vehicles daily.

Washes bus floors; cleans entire bus interior several time/year or according to detail cleaning schedule.

Removes fare boxes from buses nightly and empties contents into vault; returns and reinstalls empty fareboxes.

Performs minor repairs (e.g., replacing mirror glass, light bulbs, torn passenger seats).

Adjusts oil, diesel exhaust fluid, and coolant levels, as required.

Assists mechanics to start/push disabled vehicles to the repair area, as required.

Lists buses for deployment.

Exchanges information with other Fleet staff and stockkeepers.

Answers phone/radio and relays messages, as required.

Works with Transit operations to complete bus changes.

Performs related duties, as assigned.

**Knowledge, Skills & Abilities:**

Reading, writing, math, and communication skills acquired through a grade 12 education, and 1 year of experience servicing various vehicles and equipment.

Ability to follow/knowledge of corporate policies/procedures and legislation related to vehicle servicing (e.g., Occupational Health and Safety Act, WHMIS, Highway Traffic Act).

Ability to work independently (subject to review by supervisor) and refer to supervisor for changes in parking assignments and bus delays due to repairs, and to technicians for difficult repairs.

Must hold a valid Class DZ driver's license and acceptable driving record to operate Regional vehicles.

Must provide an acceptable Police Information Check (Level 2) for bondability.

Ability to communicate effectively with other staff and participate as an effective team member.

Ability to read fuel and mileage cards and defect reports. Ability to document defects.

Ability to support and project the Region's values.

**Sensory/Physical Effort:**

Work requires attention to detail; periods of sitting, standing, stretching, bending, twisting; and manual dexterity. Lifts fare boxes and rear engine gates weighing up to 22kg.

**Working Conditions:**

Works in a shop 100% of the time. Uses personal protective equipment and exercises precautions to mitigate risks associated with stored chemicals, diesel fuel emissions, noise, moving objects, and hazardous materials.

Works straight shifts, including days, afternoons, nights, and straight weekends, and transfers to other transit locations. Works to meet daily deadlines for trading buses and repairs.

Supervisor Name, Signature & Date: \_\_\_\_\_

Director Name, Signature & Date: \_\_\_\_\_

Commissioner Name, Signature & Date: \_\_\_\_\_

Human Resources & Citizen Service: \_\_\_\_\_