



Job title: **Shift Service Supervisor – Relief**  
Job ID: 20220582  
Location: Greater Vancouver Area  
Full/Part Time: Full-time  
Regular/Temporary: Regular

### **Marketing Statement**

As the largest operating company in the integrated TransLink enterprise, Coast Mountain Bus Company (CMBC) operates a fleet of clean-fuel conventional and community shuttle buses, zero-emission trolley buses, and passenger ferry SeaBuses in Metro Vancouver, the largest single transit service area in Canada.

At CMBC, one of BC's Top Employers, we're committed to providing an innovative, healthy, and engaging workforce. This is reflected in our workforce of over 5,500 employees performing over 400 unique jobs, who are committed and empowered to deliver service that attracts nearly 1.1 million passengers daily and connects people, businesses, and communities in the Metro Vancouver region.

We have the important job of helping our passengers get to work, appointments, visiting with family and friends, and back again every day. Metro Vancouver relies on us, and we take that as a point of pride.

### **Responsibilities**

1. Assigns vehicles to scheduled and non-scheduled runs according to operational and maintenance requirements including:
  - a) arranging parking by vehicle and lane number to ensure an efficient operation.
  - b) coordinating scheduling and other changes with Transit Control, Depot Office. Maintenance Staff, Transit Operators and Service Persons, in response to planned service requirements and unforeseen disruptions, Shift Service Supervisor – December 5, 1995.
  - c) advising Depot Office of the unavailability of vehicles needing service and making recommendations as to which runs can be cancelled or pre-cancelled, d) minimizing delays by monitoring yard traffic and responding to trouble calls.
2. Supervises the servicing of fleet vehicles including:
  - a) planning and scheduling work to be performed on vehicles, adjusting priorities and reassigning work in unplanned or emergency situations to ensure that all fleet servicing and scheduled transit service requirements are met.
  - b) directing shift staff who wash, refuel, sweep, dust and flush vehicles, and who also conduct total safety inspections of vehicles when necessary, c) performing spot checks on serviced vehicles to confirm that servicing requirements are maintained.
  - c) training, motivating and managing the performance of shift staff.
3. Maintains safe work practices by ensuring that staff are aware of WHMIS and other safety regulations and procedures such as doing monthly safety inspections of the service property, monthly disinfecting of vehicle phones, safely disposing of needles found on fleet vehicles, and training staff in new safety procedures.
4. Responsible for yard property including:
  - a) checking the yard for toxic or chemical spills, and organizing the cleanup of toxic or chemical spills using recommended materials,
  - b) isolating problem areas after power outages or when lines trip, and re-setting the overhead power.



- c) liaising with Building Maintenance to keep the property in good order.
- d) securing the property at all times, contacting Security if necessary.
- 5. In the absence of a Supervisor in the Diesel Section and a Supervisor in the Trolley Section, provides guidance to shop staff, completes shop accident reports, resets shop power outages, secures the shop and office property, and ensures there is First Aid coverage.
- 6. Checks time sheets for accuracy and completeness, and manages overtime usage. Completes fuel and oil inventory sheets, vehicle inventories and other servicing records as required.
- 7. Liaises with oncoming Shift Service Supervisor or the Service Supervisor to ensure the continuous flow of work

### **Qualifications**

General academic background equivalent to high school graduation plus a course in supervisory techniques.

Job requires two (2) years previous experience in a commercial vehicle servicing or operation capacity to gain a broad general knowledge regarding vehicle service requirements, scheduling techniques, etc. Minimum of up to one (1) year in the position to become familiar with the CMBC organization, service runs, supervisory and shift responsibilities, safety and servicing standards, and applicable sections of union agreements.

### **Other Information**

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

#### **COVID-19 Safety Vaccination Policy**

To support public health, and protect the health and safety of our employees, customers, and their families, Coast Mountain Bus Company employees will be required to be fully vaccinated against COVID-19 and will need to provide proof of full vaccination status in compliance with the employer's COVID-19 Safety Vaccination Policy.

Accommodations may be applicable under the BC Human Rights Code. Should an applicant be unable to provide proof of full vaccination and should an accommodation be requested, additional information will be required to determine whether the individual is entitled to be accommodated.

### **Work Schedule**

37.5 hours per week.

### **Work Designation**

Resident - This position works predominately on-site



### **Rate of Pay**

Salary starting from: \$73,406 per annum.

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

### **How to Apply**

Visit our [Career Site](#) or click [here](#) and apply through our job portal.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Closing Date: Until Filled

Please note that only those short listed will be contacted.

Having issues applying? Review our [System Requirements and Support](#) or email [jobs@coastmountainbus.com](mailto:jobs@coastmountainbus.com) for assistance.

We are an equal opportunity employer committed to creating and supporting a diverse and inclusive workforce that is free of all forms of discrimination. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out! We celebrate our inclusive work environment and welcome members of all backgrounds, skills, and perspectives.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at [jobs@coastmountainbus.com](mailto:jobs@coastmountainbus.com).