



**VISION:**

A city that inspires

**MISSION:**

Working together to enhance the quality of life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## SERVICE PERSON

Codiak Transpo – Job # P1309

**CLOSING DATE: NOON – FEBRUARY 6, 2025**

**JOB SUMMARY:**

The position reports to the Supervisor, Fleet and Infrastructure.

The work involves fueling, cleaning and maintenance of the buses and building. The appropriate license and ability to transport buses requiring assistance and parking the bus fleet is required. This position requires handling of cash for unloading and replacing fare boxes.

**APPLYING FOR THIS POSITION:**

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [moncton.ca/careers](http://moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

**WORKING AT THE CITY OF MONCTON:**

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city’s reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position.

The City of Moncton offers an attractive salary and benefits package in accordance to the Amalgamated Transit Union Local 1290 Collective Agreement.

[ATU Collective Agreement](#)  
[City of Moncton Salary and Wage Scale](#)

**EDUCATION:**

- High school graduation or equivalency.

**EXPERIENCE:**

- Must have a satisfactory knowledge of the operation and maintenance of buses.

**LANGUAGE:**

- English is essential. The ability to communicate in French is an asset, but not a requirement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have comprehensive understanding of the New Brunswick Motor Vehicle Act, the Motor Carrier Act, the Transportation of Dangerous Goods Act and other regulations, policies and procedures essential to the safe and efficient operation of the transit system including those specific to our customer contracted agencies.
- Requires good judgment appropriate to applying established policies and procedures to service operations and resolving frequent minor problems.
- Must be willing to upgrade knowledge and skills as required by changes and procedures in the work place and profession.
- Knowledge of the safe operation of a public transit bus, including complete familiarization with its systems and safety features, traffic rules, regulations and laws.
- Ability to operate a bus in a safe and efficient manner, and includes compliance with all applicable regulatory requirements and standards.
- Ability to provide first aid assistance in the event of an accident would be an asset.
- Ability to operate and/or utilize all standard safety equipment installed in transit passenger vehicles, including; safety harnesses, restraints, and any other equipment.
- Must be certified in Workplace Hazardous Materials Information Systems (WHMIS) within the probationary period.
- Must have good interpersonal skills.
- Must be self-motivated.

**OTHER:**

- Must have and maintain a valid Class 2E driver's license with an air brake endorsement.

**CONTACT:**

- Initiates and maintains a professional working relationship with co-workers, the public and supervisors.
- Work requires attitudinal characteristics that reflect the best interest of the City, Corporation and Community at large.
- Responsibility to promote public transit ridership within the Municipality.

**SUPERVISION:**

- Not a supervisory position, but there may be a requirement to oversee apprentices or students.
- The incumbent to this position may be required to work without direct supervision while off-site.

**CONDITIONS OF WORK:**

- All employees must comply with Council and Corporate adopted policies and directives. (i.e., Attendance Management, Respectful Workplace and Health and Safety).
- There is a significant amount of walking required while on the job. Interior light conditions are not always good.
- Must be physically able to perform the duties of opening engine compartment doors, lifting refillable containers of oil and transmission fluids, long periods standing; mopping numerous buses per shift and cleaning numerous bus windows.
- Must use appropriate products to clean up any biological or chemical hazards and dispose of appropriately.
- Must be able to lift a maximum of fifty (50) pounds.
- Must be willing to work nights and weekends. The hours of work are in accordance to the ATU Local 1290 Collective Agreement. This position is based on a forty (40) hour workweek; however, overtime may be required occasionally.