



BUS OPERATOR

Closing Date: January 27th, 2023 at 4:30pm

Department: Transportation & Operations

Position Type: Permanent Full-Time

Number of Positions: 1 (One)

File Number: SV23-10

Hours: 40 hours per week working various shifts including early mornings, evenings and weekends

Union: UNIFOR

Rate of Pay: \$24.33 - \$27.46 per hour (plus Benefits/Pension/Vacation)

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all. Approximately 56,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca.

Belleville Transit is one of the many departments of the City of Belleville, serving the Belleville area with 11 scheduled routes and an average of 3000 daily passengers. Belleville Transit operates from approximately 5am to midnight, 365 days per year, with accessibility fleet and on-demand transit routes, and providing connections to transportation in our nearby areas such as Prince Edward County and Hastings County. We strive to provide the best customer service possible in a safe environment while being responsive to our growing and diverse customer base and getting them where they need to go. We have recently added additional routes north of the 401, and look forward to continue to expand our services and covered routes as the needs of our customers grow. Our ridership reflects the needs of our community, serving customers of all ages, backgrounds and abilities.

OVERVIEW OF THE POSITION:

Currently, the City of Belleville has an exciting opportunity for 1 highly motivated and dynamic individual to join the Transportation & Operations Department as a Bus Operator.

The Bus Operator will report directly to a Transit Supervisor, and work closely with many Bus Operators as well as Dispatcher/Schedulers in the Transit Division of the City of Belleville.

Bus Operators start and end their shifts at the Transit Terminal, but much of the Operator's time is spent on the bus that they are assigned for the day. The primary responsibility of the Operator is to ensure a safe and pleasant experience for all passengers. Customer relations is a large part of the Bus Operator's daily activities. Bus Operators monitor their passengers and

other road users, sometimes under challenging weather conditions while exercising a great deal of tact and diplomacy when dealing with passengers. Although the position requires the Operator to interact with and support the public, as the only Operator in the vehicle, the position does require one to be the only staff on board, therefore the position does require autonomy and ability to work alone for lengthy periods of time.

Our vehicles follow a set schedule and Operators are expected to follow schedule guidelines, sometimes under challenging circumstances.

Operators are required to wear a uniform and maintain a professional appearance.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- Operating buses to transport passengers on scheduled and unscheduled routes
- Inspecting and monitoring vehicle conditions
- Preparing various accident, incident and vehicle condition reports as required
- Maintaining a safe and clean environment on the bus
- Performing minor maintenance work on vehicles, shelters, bus stops, and property as required
- Respond to passenger inquiries and provide direction and guidance on routes and transportation where applicable and as required

KEY QUALIFICATIONS:

- Grade 12 Ontario Secondary School Graduation Diploma, or equivalent
- Must possess a valid 'CZ' endorsed Driver's License for the Province of Ontario
- Previous transit experience would be an asset
- Customer service skills and ability to work with a diverse passenger base
- Ability to work alone on a vehicle for lengthy periods of time
- Problem solving skills
- Safety and emergency response knowledge
- Ability to maintain a professional image and work environment
- Ability to meet the physical demands of the position which include extended sitting while driving and limited lifting

How to Apply:

careers.belleville.ca

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Please be advised that the City of Belleville uses email to communicate with their applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time sensitive correspondence regarding recruitments via email, it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the job posting.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs

of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months, proof of full vaccination against COVID-19, and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.