



City of Brandon Job Description			
Job Title:	Bus Cleaner		
Division:	Operational Services		
Department:	Transit		
Section:	***	Affiliation:	CUPE
Reports To:	Manager of Transit Services	Status:	Permanent
Job Class:	Utility Worker	Level Cap:	2

PURPOSE OF POSITION

To provide routine manual work in cleaning the interior and exterior of City of Brandon Transit buses and the care and maintenance of tools and equipment necessary to perform the assigned duties.

TYPICAL DUTIES AND RESPONSIBILITIES

- General upkeep of transit facilities and equipment;
- Cleans interior of buses using brooms, mops, vacuums, cloths and all other necessary equipment. Removes paper, dirt and dust from interior and wipes passengers seats, drivers compartment, visors, windows and interior walls;
- Cleans and washes exterior of buses using automated bus wash system, high pressure washer, wash brush, cloth etc.; cleans exterior walls, windows, windshields and drivers mirrors, cleans wheel wells, etc.;
- Drives buses in and out of Civic Services Complex; replaces hoses and cleaning equipment, washes garage floor with hose and clears dirt from floor, keeps a list of buses cleaned and duties performed in each bus;
- Notifies supervisor of repair needs and requirements for cleaning materials and supplies;
- Fuels buses as required;
- Maintains and fills equipment fluid such as DEF and window washer;
- Comfortable with Transit technology, including electronic farebox.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

POSITION QUALIFICATIONS

SKILLS

- Demonstrated ability to communicate and interact with management and other staff members in a courteous and efficient manner;
- Demonstrated willingness to take appropriate safety precautions;
- Demonstrates skill in the safe and effective operation of large motor vehicles.

KNOWLEDGE

- Knowledge of the materials, practices, general operating guidelines, tools and equipment used in the custodial care of buses;
- Knowledge of occupational hazards and safety precautions associated with a variety of work activities;
- Knowledge of Workplace Safety and Health, WHMIS and MSDS standards.

ABILITIES

- Ability to understand and competently apply the techniques of safe operation of the equipment designated for this classification;
- Ability to follow oral and written instructions;
- Capacity to recognize sounds and movements of machinery which may indicate faulty operation;
- Ability to perform medium to very heavy physical work;
- Ability to work efficiently with a minimum of supervision;
- Ability to work independently and as part of a team;
- Willingness to adapt to new technological changes and improvements.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Must hold and maintain a valid Class 5 with air Province of Manitoba Driver's licence or obtain within three (3) months of appointment.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Sufficient experience to have demonstrated the ability to perform the position tasks satisfactorily.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

WORK CONDITIONS

PHYSICAL CONDITIONS

The duties of the Bus Cleaner are carried out primarily in and around the Civic Services Complex.

- Uses hands, arms, shoulders to lift, carry and move equipment (daily);
- Stands, walks, operates large motor vehicle (frequently);
- Duties include heavy manual work as well as tasks requiring fine motor skills (daily);
- Work is performed in all weather conditions, including inclement weather (daily).

PSYCHOLOGICAL/STRESS CONDITIONS

The Bus Cleaner's work load and environment does not generally increase the employee's emotional or stress levels.

- Interruptions and requests in multiple areas (daily);
- Deadlines or adjustments in duties as a result of changing priorities (occasionally).

WORK CONDITIONS

The Bus Cleaner works independently and in a team environment.

- Work in a shared and consultative manner with other employees (daily);
- Self-motivated and quality driven to perform independent duties and facilitate team goals (daily);
- Necessary to work in all types of weather conditions (daily);
- Must be available to work varying shifts (days/evenings);
- Responsible to the Manager of Transit Services.

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Head: _____

Human Resources: _____

Date: _____