

Job Title: Baseperson II (Dispatch/Office Administration) (Year-Round)

Apply By: 9/19/2019

RECEIVED SEP 05 2019

Transportation & Infrastructure Renewal

**Baseperson II (Dispatch/Office Administration) (Year-Round),
BERWICK, ZONE: 27**

Competition # 20343

Under Article 13 of the Collective Agreement between the Nova Scotia Department of Transportation and Infrastructure Renewal and the Canadian Union of Public Employees, Local 1867, the following opportunity is being posted:

Please quote the competition number and the Zone you are applying for as noted above on your application.

About Us

Building and maintaining our provincial infrastructure is no small job. We're recruiting for people like you to help our Province achieve big things.

The Department of Transportation and Infrastructure Renewal supports Nova Scotia's 23,000 kilometers of roads and highways, 4,100 bridges, and 9 provincial ferries. There are a lot of exciting developments on the horizon in our Province, and this is your opportunity to get involved with supporting the efficient flow of communications pertaining to summer and winter road construction, snow and ice control activities, and maintenance operations.

About Our Opportunity

As the Baseperson II, you are responsible for the effective flow of communications within your Maintenance Base and ensuring the efficient dispatch of human, material, and equipment resources pertaining to summer and winter road construction, snow and ice control activities, and maintenance operations. You are key in supporting the general office administration of the base including filing, routing of mail, as well as ensuring the overall cleanliness and security of the base.

You respond to and record incoming calls; providing general information to the public with regards to Department policies and permits. You provide top notch customer service and aid in resolving customer complaints and inquires.

You maintain daily log records for Equipment Operator hours of work for callout purposes, ensure Equipment Operators are dispatched to proper plow routes, and monitor the location of all Equipment Operators during storm conditions through radio contact / AVL monitoring. You are also a key contact in supporting the Supervisor, reporting equipment breakdowns, and initiating any emergency response procedures as required.

You assist in monitoring and reporting snow and ice control activities. You are also responsible for maintaining accurate reporting and ordering stock for maintenance inventory, along with maintaining Occupational, Health, Safety and Environment files and records of hired equipment.

On a frequent basis, you will review financial activities with the Supervisor. You will also process and route all accounts payable, journal vouchers, payroll charges and expenses relating to contract, survey or field administration accounts. In addition, you will prepare billings information for recoverable, and complete documentation required to process insurance claims.

About You

You have high school completion plus four (4) years of office management experience; an equivalent combination of training and experience may be considered. Completed course work in bookkeeping, or a related subject, would be an asset.

Excellent computer skills are a requirement including proficiency in Windows-based environments, internet, word processing, spreadsheets, data entry and email applications. Knowledge of the geographical base is required to respond effectively to public inquiries, and to respond appropriately in emergency response situations.

A valid Class 5 driver's license is required. Candidates are asked to please include a copy of their current Driver's Abstract with their application.

Training or certification in the following subject areas are considered assets. SAP, STEMS, WHMIS, First Aid and CPR, Transportation of Dangerous Goods, and knowledge of department policies and procedures.

You are a self-motivated individual who works both independently with minimal supervision and participates fully as an effective team player. You are accurate in your work, have a mathematical aptitude, and have well developed time management and organizational skills to meet established deadlines and priorities. You have strong communication skills, along with a strong customer service focus.

We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks.

Other Considerations

This opportunity is for a 52-week, Year-Round position – the duties of which are full time and continuous in nature.

Work is performed in an office environment of an operation base, which may be occasioned by diesel fumes from equipment, noise and dust. Some outside work is required in varying weather conditions.

Pay Grade: BASE PER

Salary Range: \$20.81 Bi-Weekly

This is a bargaining unit position initially restricted to current CUPE local 1867 employees with a date of seniority. The successful candidate(s) will be expected to perform duties as necessary within their zone. **Failure to apply correctly means that your application will not be given first consideration as a bargaining unit applicant, and will only be included if external applications are pursued.**

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons with

Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups, you are encouraged to self-identify on your electronic application.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. For questions or concerns, please contact Competitions@novascotia.ca.