Job Title: Baseperson I (Winter Works Period)

Apply By: 10/16/2019

Transportation & Infrastructure Renewal

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Baseperson I (Winter Works Period), NOEL, ZONE: 18

Competition # 20854

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

Maintaining our Provincial built 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 1, you are responsible for the effective flow of communications within your Maintenance Base; ensuring the efficient dispatch of human, material, and equipment resources pertaining to winter road construction, snow and ice control activities, and maintenance operations.

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

You are responsible to update the electronic Road Condition Reporting System. 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 are also responsible for the general maintenance of the base; including janitorial or maintenance duties on an as required basis.

The successful candidate may also be required to perform the duties of other job positions as outlined in Group I of the CUPE Collective Agreement for which they are qualified.

About You

Grade 11 and two (2) years of related experience in a dispatch or customer experience environment is required; an acceptable equivalent combination of education and experience will be considered.

You have experience around heavy equipment and construction, including the use of TRM (Radio System).

You are familiar with computer applications including Windows, 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.

Training or certification in the following subject areas are considered assets: SAP, 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.

Other Considerations

This opportunity is for a 17-week Winter Works Period position. Applicants who are successful in a Winter Works Period opportunity are required to be available at all times and guaranteed a minimum ninety (90) hours for every two calendar weeks, during the Winter Works period (December 1, 2019 to March 28, 2020). For all employees on the Winter Wage Guarantee, the regular hourly rate will include a winter premium per hour throughout the Winter Works period.

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. Shift work is required.

Pay Grade: BASE PER

Salary Range: $18.83 Hourly

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.