

Job Title: Baseperson I (Dispatch) (Hebbville) (Spare) (2 Positions)

Competition #: 47305

Department: Public Works

Location: HEBBVILLE

Zone: 28

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Type of Employment: Spare Classification

Union Status: CUPE - NSPG

Closing Date: 11/6/2025 (Applications are accepted until 11:59 PM Atlantic Time)

Under Article 13 of the Collective Agreement between the Nova Scotia Department of Public Works 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 Public Works 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 I, you are responsible for the effective flow of communications within a geographic area of the province; ensuring the efficient dispatch of human, material, and equipment resources pertaining to snow and ice control activities and highway maintenance/operations.

You receive and record incoming calls and activities at the local maintenance base and provide general information with regards to Department policies. You provide top notch customer service and aid in resolving customer inquiries and concerns.

Primary Accountabilities

You are responsible for monitoring weather conditions and updating the electronic Road Condition Reporting System (511) on a regular basis. You maintain daily log records of all winter maintenance activities including equipment status, operator hours of work, material payloads from weigh scales, weather conditions, etc. You ensure equipment operators are dispatched to proper plow routes and support them by providing information and monitoring locations through radio contact and AVL technology. You are also a key contact in supporting Supervisor(s) by reporting equipment breakdowns

and initiating emergency response procedures as required. General maintenance/organization of the base and light janitorial duties are required at times.

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.

Qualifications and Experience

Some High School and two (2) years of related experience in a dispatch or customer experience environment; an acceptable equivalent combination of education and experience will be considered.

You have experience around heavy equipment and construction, including the use of TMR/operational radio systems.

You are familiar with computer applications including Windows, internet, word processing, spreadsheets, data entry and email applications. Knowledge of the geographical area is required to respond effectively to staff and 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 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.

Equivalency

An equivalent combination of training, education and experience will be considered. Equivalencies may include, but are not limited to:

- At least 3 years of related experience.

Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

Working Conditions

Work is performed in the 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, including nights and weekends.

Additional Information

This opportunity is for two (2) positions and will be based out of Hebbville (Zone 28).

This opportunity is for a spare position: this position has no guarantee of hours – successful candidates will be called on a when and as required basis and will be only paid for the hours that they work.

What We Offer

- Career Development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career.
- Engaging workplace. Our Employees feel valued, respected, connected, and tuned in. We have forward-thinking policies and strategies.
- Countless Career Paths.

Pay Grade: BASE PER

Salary Range: \$23.50 Hourly

Employment Equity Statement:

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 Indigenous 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 these equity groups, you are encouraged to self-identify on your electronic application.

Accommodation Statement:

We are committed to providing an inclusive and accessible recruitment process. Candidates may request accommodations based on any grounds protected by the Human Rights Act. If you require an accommodation throughout the recruitment process, please contact us at competitions@novascotia.ca.

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. PLEASE NOTE: Candidates will not be considered for an interview if applications are incomplete or are missing information.

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 the interest, however, only those selected for an interview will be contacted. All questions and concerns may be directed to Competitions@novascotia.ca.

