

Job Title: Baseperson II (Year Round) (Beechville)

Competition #: 47204

Department: Public Works

Location: BEECHVILLE

Zone: 21

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Type of Employment: Year Round

Union Status: CUPE - NSPG

Closing Date: 10/27/2025 (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 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.

Primary Accountabilities

You will provide support to managers and employees by handling a variety of tasks. A few of your key responsibilities include:

- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages

- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings

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.

Qualifications and Experience

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.

Equivalency

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

- At least 5 years of related experience.
- Completion of a 2-year college diploma for administrative assistant or similar program plus 2 years of experience.

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

Benefits

Based on the employment status and union agreement, the Government of Nova Scotia offers its employees a wide range of benefits such as a Defined Benefit Pension Plan, Health, Dental, Life Insurance, General illness, Short and Long Term Disability, Vacation and Employee and Family Assistance Programs. For information on all our Benefit program offerings, click here: [Benefits for government employees](#).

Working Conditions

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.

Additional Information

There is one (1) opportunity available based out of Zone 21 (Beechville).

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

This position requires the successful candidate to work on-site.

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: \$28.55 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**.