Job Family: Transportation  
Class Series: Transportation  
Grid: 10  
Class Title: Transportation Attendant I  

I. **Level Definition**  
Positions at this level operate one or a variety of 2-axle transportation vehicles and/or equipment such as trucks and passenger transportation vehicles while carrying no passengers.  

II. **Typical Duties**  
(1) Transports a variety of supplies and/or materials within the organization and externally to and from delivery locations by operating a variety of 2-axle vehicles and/or equipment such as cars, trucks and/or tow motors.  
(2) Operates passenger transportation vehicles while carrying no passengers.  
(3) Operates engine powered equipment such as snow blowers and concrete mixers.  
(4) Performs a variety of routine inspection/maintenance duties on vehicles and equipment such as securing load, cleaning, checking belts, lights and tires and maintaining fluid levels; recommends vehicle and/or equipment repairs as required.  
(5) Maintains related documentation such as log books.  
(6) Performs other related duties as assigned.  

III. **Qualifications**  
(1) **Education, Training and Experience**  
Grade 10 or an equivalent combination of education, training and experience. Valid Class 5 vehicle licence if applicable.  
(2) **Skills and Abilities**  
(i) Ability to communicate effectively both verbally and in writing.  
(ii) Ability to deal with others effectively.  
(iii) Physical ability to carry out the duties of the position.  
(iv) Ability to organize work.  
(v) Ability to operate related equipment.