

Transportation and Infrastructure Renewal

Under Article 13.01 of the Union Agreement between the Nova Scotia Department of Transportation and Infrastructure Renewal and the Canadian Union of Public Employees, Local 1867, the following SPARE opportunity is being posted:

SPARE Baseperson II

Western District, Middleton Base

Wage Rate: \$17.61 per hour

Closing Date: **July 30, 2008**

The successful candidate will be responsible for the provision of clerical and administrative duties for the Middleton Base, including responding to general inquiries from the public either in person or over the phone. The successful candidate will fill in for vacations, sick leave, and other absences for the present incumbent. Processing inquiries through SAP: processing accounts payable and following up to ensure payments to vendors are completed; preparing billings and recoverables for work completed for private sector or industry. He/she will review time cards and complete other payroll related documents and reports. The successful candidate ensures adequate stock levels for materials, fuel, oil and other related supplies by maintaining inventory records, preparing purchase orders and ordering equipment.

Grade 11 plus six months related experience or an equivalent combination of education and experience. Knowledge of Department policies and procedures, knowledge of the geographical area and experience working in a heavy equipment environment are assets. Strong computer skills in a Windows environment using WordPerfect, GroupWise, and SAP are considered assets for this position. The successful candidate must be customer service focused and demonstrate excellent interpersonal skills. This position also requires problem solving skills, planning and organizational skills and above average judgement and initiative. A Class III Nova Scotia Driver's license with an air brake endorsement would be considered an asset.

The successful candidate may also be required to perform the duties of other job positions as outlined in Groups 1, 2 and 3 of the CUPE Collective Agreement, for which they are qualified.

Applicants should submit a resume to Paul Stone, Area Manager, Middleton Office, 61 Main Street, Middleton, Nova Scotia or fax to (902) 825-3593 no later than 4:30 pm on the closing date noted above.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



NOVA SCOTIA

The Province of
Nova Scotia is an
equal opportunity
employer.

www.gov.ns.ca