



**SAULT
STE. MARIE**

Job Vacancy

Position:	Spare Board Transit Operator	Wage Range:	\$31.71
Job Posting:	084-102-2025	Shifts:	shift work
Department:	CDES	Posted:	October 16, 2025
Division:	Transit	Closes:	October 30, 2025, 4:30pm

We are currently seeking **Spare Board Transit Operators** for numerous positions.

We are looking for responsible **Spare Board Transit Operators** to deliver excellent customer service to our patrons. You will represent the Corporation in a professional and responsible manner to increase and maintain customer satisfaction, while performing duties of the position. A valid Class 'G' Driver's Licence is required, with an excellent driving record; additional required training will be provided by Sault Transit.

Primary Duties & Accountabilities include, but are not limited to:

- Responsible for the safe and efficient operation of transit vehicles.
- Operate buses in all traffic and weather conditions.
- Adhere to and follow routes and time schedules.
- Represent Transit and the City in a professional and courteous manner.
- Collect payments and ensure passengers pay correct fares for tickets or transfers.
- Complete logs and reports; submit reports of mechanical issues and delays.
- Follow Highway Traffic Act regulations and safety standards.
- Inspect buses before and/or after shift.
- Pick up and drop off passengers.
- Provide information to customers with respect to fares, service routes, schedules, delays, diversions, emergencies, transit policies and regulations, etc.
- Responsible for treating passengers and/or employees with respect and dignity and ensuring the needs of persons with disabilities are accommodated and/or addressed (within the area of responsibility).
- Attend scheduled shifts, includes shift work, weekends and on call, as needed.
- Perform all other related duties as may be required.

Qualifications:

- Secondary School Diploma or equivalent.
- Valid non-probationary Ontario Class "G" Driver's Licence in good standing.
- CZ or BZ Licence preferred.
- Excellent driving record, driver's abstract requested upon offer.
- Successful completion of Transit's training program, this will be provided.
- Ability to work effectively and efficiently independently and as a team member in a fast paced environment.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant, professional, responsible and reassuring manner.
- Safety conscious driver with knowledge of Sault Ste. Marie roads, intersections, institutions, etc.
- Demonstrated ability to deal courteously with the public and communicate effectively while providing a service.
- Knowledge of disability accommodation and accessibility requirements pertaining to passengers.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 084-102-2025 Spare Board Transit Operator

This position is covered by a collective agreement, ATU Local 1767. Applications from outside the bargaining unit are welcome but can only be considered if the position is not filled from within the bargaining unit.

- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*