



Established as the Yukon's capital city in 1953, the City of Whitehorse is home to some of the most spectacular scenery, talented artists and innovative businesses in Canada

Job Opportunity: Supervisor, Transit Services (Req #1406)

Job Summary:

The incumbent is responsible for planning, coordinating and supervising the daily operations of the Transit Services Department.

Duties and Responsibilities:

- Oversee, supervise and evaluate transit operations on a daily basis.
- Recruits, directs, trains, schedules and appraises the performance of reporting staff. Is authorized to issue verbal reprimands and contributes to higher levels of discipline in accordance with the progressive discipline directive.
- Participate in the development of policies, procedures and practices.
- Respond to and investigate complaints from the general public.
- Ensure staff compliance with established federal, territorial and municipal laws, policies and procedures.
- Prepares and monitors (controls), under the direction of the Manager, Transit Services, the transit section's operating and capital budgets.
- Prepares and evaluates tenders, quotations, proposal calls and reports or awards or recommends awards in accordance with the City's Purchasing Policy.
- Research, prepare reports, compile statistics, perform analysis and recommend activities to maximize efficiencies.
- Develop and distribute announcements, brochures, bus schedules, advertising and press releases to promote transit services.
- Ensure, so far as is reasonably practicable, that reporting staff follow established safety procedures and standards.
- Act as Manager, Transit Services, as assigned.
- Other related duties.

Working Conditions:

Majority of the work is performed under normal office conditions. Exposure to extreme weather conditions, noise, fumes and dirt when driving buses or performing inspections.

Required Knowledge, Skill and Abilities:

- ♦ Diploma in Business Administration or related field.
- ♦ 5 years related experience with a minimum of 2 years supervisory experience and 6 months on-the-job training.
- ♦ Excellent organizational skills, prioritizing and ability to multitask with minimal supervision.
- ♦ Excellent skills relating to communications, team building, human relations, research and problem solving.
- ♦ Proven written and oral communication skills.
- ♦ Ability to foster and maintain effective relationships among peers and/or stakeholders.

Examples of Equipment to Operate:

Light transportation vehicle, communications equipment and general office equipment including computer skills to operate various software programs including ERP, Power Point, electronic mail, word processing and spreadsheets, GIS, ERP, radio software, etc.

Other Details:

Job seekers are required to create an online profile and submit their application electronically through the City's online Applicant system via www.whitehorse.ca/careers. Instructions on applications are provided at <https://www.whitehorse.ca/departments/human-resources/how-to-apply>. If you have any further questions regarding this posting, please contact the recruiter at HR@whitehorse.ca.

To apply for this position, you are required to submit your resume.

Various tests and/or exams may be administered as part of the recruiting process.

At the time this posting closes, candidates must have valid and current licenses/certifications/education that match the position requirements. Candidates who are selected to continue with the recruiting process will be required to provide proof of qualifications during their interview.

Note: The City of Whitehorse requires that all employees be fully vaccinated from COVID-19 by February 20, 2022. Employees will be considered to be fully vaccinated 14 days after they have received both doses of a vaccine approved by Health Canada that requires two doses to complete the vaccination series. The City's definition of full vaccination may change and any such change will be informed by direction from the Yukon's Chief Medical Officer of Health (CMOH) and public health authorities.

The City strongly recommends that candidates be fully vaccinated prior to their start date. Accommodations may be requested by employees who cannot be vaccinated based on medical, religious or other protected grounds.

Employment Contract

YEU Local Y022

Range

\$40.93 - \$48.15

Hours Per Week

5 X 8 Hours

Job posting closes: January 15, 2022 at 5:00 pm (Yukon Standard Time)