

Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our [Term of Council Priorities](http://www.brampton.ca/EN/City-Hall/Council-Priorities/Pages/Welcome.aspx) moving us forward towards [The Brampton 2040 Vision](http://www.brampton.ca/EN/City-Hall/Brampton-2040-Vision/Pages/Welcome.aspx).

**VEHICLE MAINTENANCE FOREPERSON**

**POSTING NUMBER: 104286**

**HIRING SALARY RANGE: $81,325.00 - $91,491.00 PER ANNUM**

**MAXIMUM OF SALARY RANGE: $101,656.00 PER ANNUM**

**AREA OF RESPONSIBILITY:**

Reporting to the Supervisor, Vehicle Maintenance this position coordinates the day-to-day activity of various disciplines to ensure all buses are safe, operational and clean, and that they meet Corporate and regulatory standards.

1. Provide daily supervision of vehicle maintenance staff and equipment. Is readily available to answer staff questions, provide on-the-job training and clear instructions. Motivate staff, mediate and investigate root causes to resolve conflicts. Accountable for scheduling and coordination of staff activities to ensure efficient operation while holding staff accountable, meeting standards and in full compliance of regulations.
2. Ensure accurate record keeping and reporting of a wide range of performance indicators. Ensures completion and submission of Ministry of Transportation Inspections, Drive Clean program, follow-up and report on Joint Health and Safety inspections and issues, accident damage, warranty, manufacturer recalls, Transport Canada recalls and WSIB forms.
3. Provide leadership by creating programs, schedules and Standard Operating Procedures (SOPs) for staff. Ensure SOPs and equipment are up-to-date to maximize productivity without compromising standards and safety. Engage the services of outside suppliers to purchase just-in-time repair parts and to perform services. Oversee the inventory of spare parts through a stockroom with a perpetual inventory and procurement.
4. Recommend changes in on-site procedures to respond to regulatory changes (i.e. safety) and to meet customer service expectations. Identify training and development needs of the team, and inform Supervisor.
5. Share information with Supervisor and others regularly. Assist with budget preparation and setting financial controls. Represent function at meetings and as required on committees. Provide information for RFQs and RFPs. Respond to questions from internal and external stakeholders.

SELECTION CRITERIA:

* Minimum high school (Grade 12) diploma or equivalent
* Ontario Motor Vehicle Mechanics Licence, class 310T
* 2 years experience in a Vehicle Maintenance environment, Heavy Duty Vehicles preferred, with 2 years experience as a team lead or supervisor in a unionized environment preferred
* Good working knowledge of automotive and heavy truck parts
* Ability to understand and document procedures (SOPs) in English language
* Knowledge of Health & Safety (i.e. WHMIS) regulations and other applicable legislation an asset (i.e. Highway Traffic Act)
* Ability to use PC, Microsoft Office
* Mandatory Requirements
	+ Ontario Motor Vehicle Mechanics Licence, class 310T
	+ Valid, non-probationary drivers’ licence
	+ Must be able to be on call 24 hours when required

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

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| **Job status:** Permanent**Job Type:**   Management and Administration**Applications must be received by: February 09, 2022****Alternate formats will be provided upon request.**  |
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As part of the corporation’s Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation.  Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply at: [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #104286 by February 09,** **2022** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

In accordance with the City of Brampton’s Vaccination Administrative Directive, new employees are required to disclose their vaccination status and provide proof of full vaccination\* before their start date. Employees who are unvaccinated or do not disclose their vaccination status will be required to:

a) complete the City of Brampton’s mandatory learning regarding COVID-19 vaccination; and

b) take regular COVID-19 tests prior to attending the workplace. Employees must demonstrate a negative COVID-19 test result in order to attend the workplace.

The City of Brampton strongly encourages candidates to be fully vaccinated prior to your start date. New employees who are not fully vaccinated may request accommodation based on medical (disability), religious, or other protected grounds. Employees with an approved accommodation will only be required to adhere to item b) above.

\* Fully vaccinated means the two-week anniversary after receiving a vaccination series approved by Health Canada or the World Health Organization. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/> , or other government-issued vaccine passport or certification.

The City of Brampton continues to follow COVID-19 workplace control measures including physical distancing, masking, hygiene, personal protective equipment (e.g. medical masks, eye protection), and capacity limits to create a healthy and safe environment for both employees and the public.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant’s responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.*