



Manager, Bus Garage Operations (BUS00M8)

Employee Status:	Regular
Bargaining Unit:	Non-Union
Pay Range:	\$109,701 - \$152,070
Location:	1002 Thornton Rd S, Oshawa, ON L1J 7E2
Closing Date:	03-Feb-2022

Metrolinx is connecting communities across the Greater Golden Horseshoe. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto's subway system, to get people where they need to go, better, faster and easier. Metrolinx is an agency of the Government of Ontario.

We embody our values in everything that we do. We Serve with Passion, Think Forward, and Play as a Team. If you can relate, we want to hear from you!

Our Bus Garage Operations Office is seeking a Manager, Garage Operations to manage Metrolinx Bus Fleet Maintenance and service readiness. The Manager will be responsible for optimizing the supply of buses for revenue service through the efficient management and coordination of repair, cleaning, and fuelling operations.

What will I be doing?

- Manages maintenance operations at Metrolinx bus maintenance facilities in all regions including:
 - Recruiting and on-boarding, Supervisors, and other support staff
 - Planning, directing, coordinating, and reviewing the work plans for assigned staff
 - Managing the inputs to bus fleet maintenance in an efficient, effective, and financially responsible manner. Maintenance inputs include the use of in-house & contract labour utilization, training, processes and procedures and management of vendor contracted services
- Oversees an inventory control system, maintains accountability for parts and equipment, and the requisitioning of parts and supplies related to service line and cleaning/ sanitation.
- Plans, oversees, and coordinates overnight bus cleaning and fuelling operations of the assigned fleet at a variety of locations. Accountable for quality control, safety, supervision, continuous improvement of processes and practices, and a constant pursuit of the most efficient and effective approach to cleaning and fuelling
- Using sophisticated asset management software, manages the cleaning maintenance program for Metrolinx buses, including scheduling and calling buses back to home base for Sanitation & Cleaning activities, work order generation, management, and completion; striving for 100% compliance with the maintenance plan to ensure the reliability of vehicles
- Leads the effective utilization of the asset management system to ensure high integrity of data inputted into the system, generation of useful daily and weekly reports on asset use and location, generation of and utilization of historical reports, statistical analysis of vehicle repair costs and performance related to Service Line
- Ensures work performed on Service Lines adheres to the defined checklists and documented
- Manages the operation and budget of Class A & B maintenance facilities, liaising heavily with the Facilities and Infrastructure group to ensure that the facility is maintained to an adequate level and logistics are arranged such that fleet maintenance is prioritized
- Monitors progress to ensure that the contracted services program objectives are delivered on time and within budget
- Liaises heavily with the Union Executive, Board Members, and Union Stewards to ensure appropriate administering of the collective agreement

- Measures performance and establishes KPI's for all shifts and sites
- Leads and ensures daily toolbox talks at each location are conducted
- Leads communications meetings with entire staff at all locations, ensuring that they occur each month, presentation topics are timely, pertinent, and informative, and presented by emerging leaders in BFF
- Participates in negotiations and grievances relating to collective agreements
- Participates in, and frequently leads, Continuous Improvement initiatives to improve the quality and/or efficiency of Bus Fleet Maintenance
- Monitors equipment maintenance to ensure service delivery is achieved according to established timelines
- Reviews and frequently updates daily and semi-annual cleans to optimize cleanliness and availability
- Works with Procurement & HR to develop SLA's and KPI's
- Monitors progress to ensure that program objectives are delivered on time and within budget, and that anticipated business results are achieved
- Manages maintenance budget within an established envelope, benchmarks against other transits, strives for the most efficient and effective use of maintenance budget.
- Conducts long-range workforce planning to ensure optimal supervisory and shop floor coverage, based on current and projected maintenance activity
- Directly supervises more than 10 employees and manages a large department of over 30 bargaining unit and non-bargaining unit staff members through subordinate supervisors
- Manages and directs staff and consultants engaged in project teams (e.g. defines team member roles, responsibilities, and expectations)

What skills & qualifications do I need?

- Completion of a degree in Business Administration, Engineering or a related discipline – or a combination of education, training and experience deemed equivalent. **Industrial Engineering an asset.**
- Minimum Eight (8) years' experience supervising/managing and coordinating vehicle (bus) repair, cleaning, and maintenance operations in accordance with quality control standards
- **Coach Technician certification 310T is an asset**
- **Knowledge of Contracts & ISSA or ISSO Standards is an asset**
- **Knowledge of Asset Linx is an asset**
- Knowledge of Human Resources legislation (e.g. *Employment Standards Act, Occupational Health & Safety Act*, etc.) to monitor and manage employees and contractors, including experience in the application of collective agreement provisions
- Valid G License in good standing – Drivers abstract also required
- Knowledge of the legal/regulatory requirements relating to bus vehicle maintenance, such as the Highway Traffic Act (HTA) and regulation 199 (Commercial Motor Vehicle Inspections).
- Project management principles and practices, including budget and schedule controls, to lead and direct cross functional teams and consultants engaged in simultaneous projects and monitor project activities for adherence to timelines, budgets, and project performance objectives
- Time management and organizational skills to develop and maintain optimized staff schedules
- Analytical and problem-solving skills to resolve vehicle repair, cleaning, and maintenance issues
- Proficiency in MS Office (e.g. Outlook, Word, Excel, PowerPoint, etc.)
- Interpersonal and oral/written/presentation skills to liaise with other transit operators and professional building owners (facilities teams/operations teams) to discuss best practices and resolve issues

Accommodation:

Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

Application Process:

All applicants must be legally entitled to work in Canada. Metrolinx will be using email to communicate with you for all job competitions. It is your responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence, we recommend that you check your email regularly. If no response is received, we will assume you are no longer interested in pursuing the opportunity. Please be advised that a Criminal Record Check may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

To apply for this position, please submit your resume online through the Current Opportunities page <https://metrolinx.taleo.net/careersection/jobdetail.ftl?job=BUS00M8&lang=en> .

Metrolinx employees are required to be fully vaccinated against COVID-19 in accordance with Metrolinx's Mandatory COVID-19 Vaccination Policy as a condition of being eligible for the recruitment process. Proof of COVID-19 vaccination will be required. If you are not able to obtain COVID-19 vaccination for a reason related to a protected ground of discrimination under applicable human rights legislation, you can request accommodation from Metrolinx.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER