



MANAGER OF TRANSIT OPERATIONS
(Transit Department)
(Competition #: ADM-2022-03)

Reporting to the Department Head, the Manager of Transit Operations is responsible for managing and directing all aspects of Timmins Transit and Timmins Handy Transit including administration, operations, maintenance, planning, development and marketing. This position will participate in and support the City's Continuous Improvement Program (CIP) to identify improvements in the way we deliver services.

DUTIES:

- Manage the day to day activities associated with the Timmins Transit Operations
- Manage all non-union and union employees associated with the operations of Timmins Transit
- Develop policies and procedures for Transit and Handy Transit maintenance and operations
- Participate in the preparation of the annual budget and monitor revenues and expenditures
- Monitor and recommend changes to service levels, routing and scheduling as required
- Develop and implement marketing programs and public relations activities to promote Timmins Transit
- Manage the workload of the department in co-ordination with the management team
- Responsible to ensure workplace effectiveness and efficiencies through the implementation of best practices
- Develop a work environment, where the number one priority is the safety of all employees
- Responsible for all labour relations activities including grievances, contract negotiations and fostering and promoting good labour /employee relations for the department
- Responsible for the development of strategic short-term and long-term work plans
- Responsible for ensuring compliance of all pertinent policy, legislation and standards

QUALIFICATIONS:

- A college/university degree in Business Administration from a recognized educational institution
- A minimum of five years' experience in a transit services environment
- Proven supervisory capabilities and experience in a unionized environment
- Proven ability to lead and motivate
- Excellent communication (verbal and written) and report writing skills
- Ability to manage a multi-million dollar operating and capital budget
- Fluent in both official languages would be an asset
- Clear and current Criminal Record Check
- Proof of COVID-19 vaccination mandatory

SALARY LEVEL 209: \$100,651 - \$120,827 (2022)

All applications must be received in the Human Resources Department by **4:00 pm** on the closing date of **February 18, 2022**.

VIA E-MAIL: human_resources@timmins.ca

FAX: 705-360-2685

Ph.: 705-360-2628

www.timmins.ca

Although we may have your application on file, you must re-apply for this specific competition. We thank all applicants for their interest; however, only candidates under consideration will be contacted. The City of Timmins is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. The City of Timmins will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.