



EXTERNAL JOB OPPORTUNITY

POSITION:	DIRECTOR, FLEET & FACILITY DEVELOPMENT	JOB POSTING #:	2022-0357
POSTING PERIOD:	Tuesday, September 20, 2022 at 8:30 AM to Friday, September 30, 2022 at 4:30 PM		
DEPARTMENT:	Transit Windsor	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NTW025
POSITION STATUS:	Regular Full Time	GRADE/CLASS:	NTW14
# OF POSITIONS:	1	RATE OF PAY:	\$122,475.22 to \$148,870.55 annually
POSITION #:	00005132	SHIFT WORK REQ'D:	No

DUTIES:

Reporting to the Executive Director, Transit Windsor, this position is responsible for the overall operation of the Maintenance Department, Garage Operations, Facility, and Support Services. Duties will include overall monitoring of the garage, budget, planning and overall operations. Responsible for providing fleet requirements, including capital budget, to meet the needs of the operations department through acquisition and refurbishing programs. Accountable for all vehicle maintenance, safety inspections and rehabilitation programs; ensures all Transit Windsor properties and building are properly maintained and repaired; Develops and completes the annual departmental budget ensuring the most efficient use of resources and monitors same; Administers and promotes the concepts of process management and continuous improvement within the department; Ensures training and development of staff; Assists in corporate policy development. Will have a strong understanding of business requirements of the organization as it relates to the customer experience, and how that experience is impacted by garage and facility operations. Participates in organization's labour relations, including grievance hearings, negotiations and problem solving; Facilitates a respectful, collaborative, inclusive culture, team development, and participation in the work environment; Promotes and ensures a safe working environment for all employees, visitors and outside contractors by implementing and enforcing the corporate health and safety policies and procedures. Will perform Occupational Health & Safety duties as outlined in the Canada Labour Code Part II. Will perform other related duties as required

QUALIFICATIONS:

- Must have a University Degree in Business Administration, Engineering, Public Administration, or related field or Ontario Ministry of Education equivalency and a minimum of three (3) years of experience in a mid-to-senior management role;
- Must have proven experience in contract administration, budget control and monitoring, and personnel supervision, in a computerized and unionized environment;
- Must hold and maintain a current valid and lawful Class G Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment.
- Should have knowledge of the Occupational Health & Safety Act and Canada Labour Code, Part II, its regulations and knowledge of the hazards associated with the work.
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program.
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset.
- Experience in transportation or public sector would be considered an asset;
- A Certified Public Fleet designation would be considered an asset.
- The physical demands analysis associated with this job indicates a light level of work.

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TTY: 1-800-855-0511
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HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
- To apply for this position, click [APPLY NOW](#)

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- All City of Windsor employees are required to be fully vaccinated as a condition of employment in accordance with the City's [COVID-19 Vaccination Policy](#).
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.



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