

Supervisor, Transit Vehicle Maintenance

Req ID: 22268

Vacancy Type: Permanent

Number of Positions: 1

Closing Date: 10/05/2022

Job Summary

Please apply to this job directly at <https://jobs.mississauga.ca/job/Mississauga-Supervisor%2C-Transit-Vehicle-Maintenance-ON/563294917/>

Provide a clean, safe, efficient and respectful workplace for all employees. Work with management to effectively and safely ensure customer satisfaction, loyalty and safety. Ensure service goals are achieved by the team.

Weekly Hours: 40

Off Days: Various

Shift: Various

As Ontario's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the MiWay's vision is to be a transit system that makes Mississauga proud. MiWay's recruitment efforts are directly aligned to its mission of providing "a safe, reliable, and efficient, transit system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

The Incumbent is subject to be moved to another Bus Maintenance facility in accordance with operational needs.

Duties and Responsibilities

Under the direction of the Manager, Transit Maintenance or Assistant Superintendent of Transit Vehicle Maintenance the successful candidate:

- Oversees the day to day activities of the maintenance staff to ensure the effective and efficient management and coordination of vehicle inspection, repair, cleaning and overall maintenance operation

- Establishes and monitors attainment of objectives/performance standards and trouble shoots deficiencies
- Allocates personnel and equipment according to priorities; schedules maintenance of Transit vehicles and prepares work orders utilizing a computer assisted system
- Implements and maintains policies, procedures and standards to ensure a safe, productive and timely operation with regard to continuous improvement initiatives
- Motivates and assesses performance, controls absenteeism, manages disciplinary measures, handles employee issues and assist with grievances at Step 1
- Ensures that employees are instructed in methods, procedures, and performance standards for all maintenance activities and operations
- Supports and may be called on to supervise the daily operation of the bus wash racks, fuelling stations and fare box clearing in the absence of the Washbay Supervisor
- Manages statistical data such as book-offs, sick absences, overtime, lieu/floater day requests, and accident/incident forms
- Participates in monthly maintenance meetings and ensures that maintenance records are kept up to date via input to maintenance clerk
- Ensures that all work adheres to the Ministry of Transportation legislated requirements
- Ensures that assigned staff complies with all safety requirements, Corporate policy and procedures, and Standard Practice Instructions
- Supports in orientation and training of new Transit Maintenance staff in Transit policies and procedures
- Identifies and assists with bus and bus part warranty claims and the tagging of defective components, thereby ensuring manufacturer/supplier warranty commitments are upheld
- Monitors the work environment to ensure tools, parts and materials are properly treated, stored or disposed of and that cores and repairable parts are returned to Stores
- Maintain positive employee relations by fair and equitable treatment of all staff in all areas including: assignment of work, and managing performance expectations.
- Conduct technical investigations and procedural quality audits, as required.
- Performs other related duties as assigned
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership

in the development and implementation of inclusive and accessible policies, program and/or services for employees and customers in accordance with MiWay's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and MiWay's policies

Skills and Qualifications

- Minimum grade 12 education
- Must possess valid Certificates of Qualification (310T - Truck and Coach is MANDATORY and 310S - Automotive Service Technician is as an asset) trade licenses from the Ontario College of Trades/Skills Trade Ontario
- Minimum of 3 years experience as a front line supervisor in Vehicle Repair in a unionized environment and working knowledge of Collective Agreements
- Minimum of 5 years experience as a journeyman Motor Vehicle Mechanic
- Detailed knowledge of Truck or Coach vehicle maintenance and repair, and manufacturer's specifications and schematics is an asset
- Comprehensive knowledge of shop management practices, preventative maintenance theory, Ministry of Transportation, Ministry of Environment and Ministry of Labour legislated requirements and the Health and Safety Act
- Must possess the ability to establish effective working relationships, with internal and external stakeholders , including staff, senior management, union executive and public
- Excellent oral and written communication skills, along with strong organizational skills
- Must have a valid Ontario G driver's license along with a clean driving record
- Must have the ability to acquire Z endorsement (will be trained to obtain the license)
- Demonstrated ability to act as a coach and mentor through staff development
- Proven ability to create, communicate and execute on procedures and processes which foster efficiencies, increase productivity in accordance with safe work practices and equipment operation
- Proven abilities in the use of database and computer applications,
- Thorough knowledge of mechanical, hydraulic, pneumatic, electrical and air conditioning systems utilized on urban transit vehicles combined with a sound knowledge of diagnostic, inspection, repair and maintenance procedures for these components and vehicle body structure

- Requires an understanding of the skills associated with the maintenance of urban transit vehicles (mechanical, body/paint repair, wheel/tire installation) are used in a major automotive repair environment

Hourly Rate/Salary: \$ 83,485.00 - \$ 111,315.00

Hours of Work: 40

Work Location: Mississauga Transit

Department/Division/Section: T&W/Transportation&Works Dept , T&W/Mississauga Transit , MT Maintenance

Non-Union/Union: Non Union