

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 234 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: Sr Manager, Maintenance

DEPARTMENT: Transit

POSTING NUMBER: 105104

NUMBER OF POSITIONS: 1

JOB STATUS & DURATION: Full Time Permanent

HOURS OF WORK: 35 hour workweek

LOCATION: Hybrid Model – when working onsite, you will report to the location of Transit Sandalwood Facility

SALARY GRADE: 9

HIRING SALARY RANGE: \$133,754.00 - \$150,473.00 per annum

MAXIMUM OF SALARY RANGE: \$167,192.00 per annum

JOB TYPE: Management and Administration

POSTING DATE: October 25, 2022

CLOSING DATE: November 7, 2022

AREA OF RESPONSIBILITY:

Reporting to the Director, Transit Operations & Maintenance, This senior management role manages all facets of the operation related to the Transit maintenance department, provides leadership and guidance to the vehicle and facility maintenance staff to ensure vehicles, facilities, terminals, bus shelters, stops and equipment are in optimum condition and serviced to meet customer service expectations and to ensure health and safety standards and regulatory requirements are achieved. This is a critical and highly visible service function that relates to the safety of workers and contributes to the quality of life provided for the people and visitors of Brampton.

Confidentiality: This position has access to confidential employee information and tendering information.

1. Operational and Consultative Partner. Manages daily vehicle, facility and equipment maintenance activities. Problem solves and mediates conflicting, unexpected, and unusual problems involving multiple groups and provides direction and leadership in related functions of vehicle, facility and equipment maintenance. Establishes appropriate policies and procedures for the section and maintains currency to meet the strategic plan and strategic priorities. Liaises with other departments and transit systems and external agencies as required. Identifies and corrects system inefficiencies, deals with emergency situations,

maintenance disruptions and complex, escalated employee issues. Ensures adherence to applicable legislation and agreements, fostering positive labour relations. Responsible for providing consultative advice on legal and compliance matters, employee relations and operational planning. Provides operational guidance and advice through development of programs, procedures and partnering with business units such as Human Resources to assist in problem resolution. Provides plans to the Transit Leadership Team (including the General Manager and Directors) on workforce planning, training needs and compliance initiatives. Interprets regulatory and legal requirements. Identify and develop improvements to support both operational and employee needs. Oversees the security of the building and terminals for after-hours coverage. Participates in Joint Health and Safety Committee and co-chair H&S meetings as required.

2. Staff Supervision. Provide direction and guidance, supervision, information and assisted leadership to all unionized and non-unionized maintenance and facility staff, including two Managers, Maintenance. Develops and ensures standards are maintained and all regulatory and collective agreements are complied with. Oversees Transit attendance management program and leads team in actions to reduce absenteeism if needed. Align sectional goals and objectives with corporate priorities, provide performance documentation, and participate in disciplinary action as required. Ensure all staff receive the appropriate training and guidance and are kept current on industry technical requirements, changing technology, and legislative changes. Assist managers with escalated performance management concerns. Participates in union contract negotiations, grievance meetings and hearings as required. Recruit new staff as required. Oversees outside consultants and vendor programs supporting maintenance activities and facility management services.

3. Vehicle, Facility and Equipment Maintenance Quality and Compliance Standards. Authorizes and signs off on applications for licence and permit renewals and ensures legislative requirements are met. Oversees the efficient and effective repair, cleaning and maintenance operations of both fleet and facilities, including electrification charging stations, while ensuring adequate revenue for vehicle availability and facility maintenance. Strives for consistent efficiency through adapting stringent but effective repair standards of vehicles, facilities, terminals and shelters, including electrification of the bus fleet and facilities. Oversees work performance for compliance to legislated requirements and safe operations. Monitors performance and productivity of repair and maintenance processes to ensure maximization of labour and material resources, reporting variances and implements appropriate changes for quality assurance. Strives for continuous improvement and assists with the strategic focus and goal setting within the Transit division. Keeps abreast of trends and develops best practices that will provide superior maintenance standards. Resolves escalated maintenance problems, using internal and external resources. Formulates vehicle repair and modification campaigns, planning maintenance schedules and takes action to increase efficiency and reduce costs.

4. Operational Excellence. Ensure Vehicle and Facility Maintenance operations and processes are continually monitored and improved to optimize operating, financial and customer service performance. Recommend appropriate upgrades and changes to equipment, technology and process. Continually monitor internal and external environment and maintain industry knowledge and peer connections in order to foresee trends and avert risks that may impact the integrity of the transit maintenance functions. Uses industry networks to learn about best practices in terms of service delivery and safety, and researches changes in the industry in terms of equipment and apparatus testing, maintenance, repair and acquisition. Respond to emerging issues and recommend best solutions. Make recommendations to the Transit Leadership Team (General Manager and/or Director(s)) on project priorities, resourcing and related cost implications.

5. Financial Accountability. Prepare, monitor and control annual budget for vehicles and facilities. Prepare monthly reports which pertain to the daily cost of the Transit facilities or vehicles as required. Prepare tenders and specifications for the purchase of new vehicles and equipment. Approve tenders and specification as submitted by the Manager, Maintenance. Final review and approval of all purchases related to maintenance and supplier invoices for payment, ensuring accuracy and consistency between facilities. Responsible for preparation and management of Transit vehicle and facility budgets and associated financial record keeping. Initiates and coordinates operating and capital forecasts, monitors budget and recommends changes, as required. Assures that relevant linkages exist between budget requests and departmental goals and objectives. Ensures budget and inventory controls are in place for all activities and projects, and that Purchasing policies and practices are followed.

8. Technical Expertise. Participates on project teams to provide direction in regards to Transit maintenance. Participates as a subject matter expert in Training initiatives. Actively participates on national and provincial Transit industry committees and is a maintenance expert representing Transit. Represent the Director when required on various committees and at meetings. Collaborate with other Management of the division to ensure consistency in service delivery and integrated strategies. Manage vendor relationships in the best interests of the City and the security and service of the public. Prepare technical material to presentation to non-technical and political audiences.

SELECTION CRITERIA:

EDUCATION:

- Diploma or degree in administration, maintenance management, business, or equivalent work-related experience

REQUIRED EXPERIENCE:

- Seven (7) to ten (10) years of progressive experience in a public transit maintenance capacity
- Five (5) years supervisory experience (preferably in a unionized environment)

OTHER SKILLS AND ASSETS:

- Mechanics license (310T) would be a definite asset.
- Must have knowledge of applicable legislation including, but not limited to, Canadian Motor Vehicle Safety Standards, the Occupational Health & Safety Act, Highway Traffic Act, and Employment Standards Act.
- Experience required in the administration of Collective Agreements within a unionized environment.
- Excellent communication skills both oral and written.
- Ability to work with deadlines and to lead staff.
- Must be willing to be on call on a 24-hour basis as required.

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

Alternate formats will be provided upon request.

Interview: Our recruitment process will be completed with video conference technology.

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 online at: www.brampton.ca/employment quoting **reference #105104 by November 07, 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.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

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.