

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: Manager, Maintenance

DEPARTMENT: Transit

POSTING NUMBER: 105182

NUMBER OF POSITIONS: 2

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 and Clark Facilities.

SALARY GRADE: 8

HIRING SALARY RANGE: \$120,400.00 - \$135,450.00 per annum

MAXIMUM OF SALARY RANGE: \$150,500.00 per annum

JOB TYPE: Management and Administration

POSTING DATE: December 08, 2022

CLOSING DATE: December 21, 2022

AREA OF RESPONSIBILITY:

This 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 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.

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

1. Operational and Consultative Partner. Oversees day-to-day 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 ensures these are updated or changed as required 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 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 Sr. Manager, Maintenance on workforce planning, training needs and compliance initiatives. Interprets regulatory and legal requirements. Identify and develop improvements to support both operational and employee needs. Co-ordinate the security of the building and terminals for after hours coverage. Participate in Joint Health and Safety Committee and co-chair H&S meetings if required.

2. Staff Supervision. Provide guidance, supervision, information and assisted leadership to maintenance and facility staff. Ensure standards are maintained and all regulatory and collective agreements are complied with. Administer Transit attendance management program and take actions to reduce absenteeism if needed. Provide performance documentation and participate in disciplinary action as required. Ensure all staff receives the appropriate training and guidance and are kept current on industry technical requirements and legislative changes, as well as divisional goals and objectives. Recruit new staff as required.

3. Vehicle, Facility and Equipment Maintenance Quality and Compliance Standards. Prepare and submit applications for licence and permit renewals and ensure legislative requirements are met. Oversees the efficient and effective repair, cleaning and maintenance operations of both fleet and facilities 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. Checks 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. Investigates maintenance problems and takes remedial action for resolve of issues. Formulates vehicle repair and modification campaigns, planning maintenance schedules and takes action to increase efficiency and reduce costs.

4. 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 Transit Vehicle Maintenance and Facilities Supervisors. Authorize all purchases related to maintenance and supplier invoices for payment. Responsible for managing 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.

SELECTION CRITERIA:

EDUCATION:

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

REQUIRED EXPERIENCE:

- Minimum 2 years of progressive experience in a public transit maintenance capacity with 5 years Supervisory experience.

OTHER SKILLS AND ASSETS:

- Mechanics license (310T) would be a definite asset.
- Knowledgeable in the Occupational Health & Safety Act; Highway Traffic Act; Employment Standards Act and other applicable legislation.
- Excellent communication skills both oral and written.
- Ability to work with deadlines and to lead staff.
- Must be willing to be on 24-hour call when 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 #105182 by December 21, 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. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. 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.