

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 Supervisor, Training & Safety

DEPARTMENT: Transit

POSTING NUMBER: 105220

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: 7

HIRING SALARY RANGE: \$107,156.00 - \$120,551.00 per annum

MAXIMUM OF SALARY RANGE: \$133,945.00 per annum

JOB TYPE: Management and Administration

POSTING DATE: March 15, 2023

CLOSING DATE: March 28, 2023

AREA OF RESPONSIBILITY:

Under the direction of the Director, Transit, This role is responsible to supervise and resolve issues that may impact established service levels for The Training and Safety section at Transit. Accountable to deliver and facilitate effective safety training to comply with regulatory requirements. Ensures conformance and execution of policies, procedures and processes to improve service delivery, costs and operational efficiencies to meet corporate service standards. Represent Transit and attend on-site risk sites to perform investigative analysis with authorities and response teams. This includes all vehicular collisions in the Division. Provide risk-analysis and assessment for all investigations.

KEY RESPONSIBILITIES

1. OPERATION SUPPORT

- Supervise the delivery of training and safety programs and activities offering quality program delivery and facilitation to ensure safe operational standards are achieved.

- Lead and provide supervision, work-plan development, task allocation, monitoring and quality control, team building and resolving front line staff questions to meet operational effectiveness.
- Oversee day-to-day operations and solve escalated concerns as required to improve operational efficiencies.
- Assess and investigate accident/incident investigations, analyze possible causes and recommend correction action to mitigate future occurrences and risks.
- Oversee the Transit Vehicle Collision Policy and when necessary attend to, investigate and review incidents and collisions. Conduct personal interviews, recommend corrective action and maintain data.
- Establish Standard Operating Procedures (SOPs) to ensure compliance to licensing and safety rules and regulations. Identify risks or gaps and proactively develop training programs to minimize exposure. Keep current on union agreements and the City's policies and practices.
- Ensure compliance with Occupational Health and Safety regulations through demonstrated knowledge of relevant legislation and regulations, experience with safety audits and investigations, conducting and documenting hazard identification and risk assessments (HIRA), and addressing safety issues in a transit operating and maintenance environment.
- Demonstrate a thorough understanding of Joint Health and Safety Committee (JHSC) regulations and terms of reference, ensuring compliance with Occupational Health and Safety standards.

2. STAFF SUPERVISION

- Assess, monitor performance and discipline as required to meet operational effectiveness.
- Supervise staff, prioritize and organize daily work direction to meet operational effectiveness.
- Supervise, coach and provide guidance to promote effective employee relations and encourage increased morale, innovation and productivity to meet operational effectiveness.
- Interview, recruit and hire staff to meet operational effectiveness.

3. CUSTOMER SERVICE

- Handle and respond to escalated complex issues through effective investigation, mediation and conflict resolution.
- Represent the Division at formal health and safety matters.

4. RELATIONSHIP MANAGEMENT

- Liaise and interact with internal and external stakeholders, government agencies, consultants and vendors to establish standards and criteria for all current and future initiatives.
- Build and maintain a relationship with internal and external stakeholders, departments and teams to achieve common goals and objectives to meet operational effectiveness.

5. COMMUNICATION AND REPORTING

- Attend and represent department on various meetings to present reports, recommendations and respond to enquiries for a defined program.
- Prepare reports on investigation outcomes.
- Provide regular trending and training documentation updates to ensure health and safety compliance and industry standards are achieved.

6. CORPORATE CONTRIBUTION

- Establish and implement relevant standards to support defined programs.
- Assess and evaluate emerging trends, current programs, processes and practices to recommend improvements to meet operational effectiveness.
- Provide consultative opinion and recommendation on safety, training and accident investigation findings.
- Customize the health and safety training and pro-actively assess for improvement.
- Maintain knowledge of collective agreements, City policies and practices, legislation, regulations and Standard Operating Procedures (SOPs).

7. BUDGET SUPPORT

- Supervise current budget of expenditures related to function or programs and ensure budget compliance meet necessary sign-offs and approvals.
- Negotiate with internal and external vendors to ensure budget compliance.
- Manage Uniform Program for all Transit staff.
- Use of effective resource and expense management at all times to meet corporate policies and guidelines.

8. TEAMWORK AND COOPERATION

- Work well within diverse groups to achieve common goals and objectives that meet operational effectiveness and corporate service standards.
- Demonstrate corporate values at all times.
- Participate as a member of cross-functional team.

SELECTION CRITERIA:

EDUCATION:

- Post-secondary degree or diploma in adult education, transportation, or an equivalent combination of education and experience in adult education and training design and delivery.
- Combination of industry recognized certifications, ie. Canadian Registered Safety Professional (CRSP)
- A degree or diploma in occupational health and safety from a post secondary institute and/or Canadian Registered Safety Professional (CRSP) designation or a combination of education training and experience deemed equivalent.

REQUIRED EXPERIENCE:

- 5-7 years experience in transit or transportation field preferably in the public sector with unionized staff.
- 2-3 years supervisory experience is required.
- Proven ability to lead, coach, motivate and manage staff.
- Demonstrated experience in risk assessment and supporting analytics.
- Proven experience in the development and delivery of training programs.

OTHER SKILLS AND ASSETS:

- Thorough Knowledge of Municipal, Regional, Provincial and Federal Governments and applicable Legislations
- Experience with safety audits and safety accident investigations
- Experience conducting and writing HIRA (Hazard identification and Risk Assessment)
- Experience with safety issues in a transit operating and maintenance environment
- A comprehensive knowledge of JHSC (Joint Health and Safety Committee) regulation and workings
- Solid Customer Service and Relationship Management skills; Interface with internal and external customers, stakeholders and vendors to meet corporate service standards
- Solid Negotiation skills; Ability to negotiate with vendors, consultants, internal and external stakeholders to ensure optimal resources are in place to meet corporate service standards
- Solid Presentation skills; Facilitate concepts in a clear and concise manner
- Solid Organizational skills; Detail oriented and able to prioritize complex tasks and activities to meet critical deadlines with conflicting priorities and timelines
- Solid Analytical skills for complex problem solving
- Computer proficiency in Microsoft office/software
- Clean Driver Abstract

***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 #105220 by March 28, 2023** 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.