

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 250 cultures and 171 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:** Supervisor, Vehicle Maintenance  
**DEPARTMENT:** Transit  
**POSTING NUMBER:** 105643  
**NUMBER OF POSITIONS:** 1  
**JOB STATUS & DURATION:** Full Time Permanent  
**HOURS OF WORK:** 35 hour workweek  
**LOCATION:** 130 Sandalwood Parkway  
**SALARY GRADE:** 6  
**HIRING SALARY RANGE:** \$95,679.00 - \$107,639.00 per annum  
**MAXIMUM OF SALARY RANGE:** \$119,599.00 per annum  
**JOB TYPE:** Management and Administration  
**POSTING DATE:** September 29, 2023  
**CLOSING DATE:** October 09, 2023

#### AREA OF RESPONSIBILITY:

Reporting to the Sr Supervisor, Transit Maintenance this role provides supervision to vehicle maintenance staff to ensure Transit vehicles are in optimum condition and well-cared for, in order to meet customer service expectations and requirements for health & safety.

1. Supervise the Vehicle Maintenance team. Provides oversight, daily direction and performance management to non-unionized and unionized staff. Review and implement preventative and proactive maintenance programs to meet MTO guidelines. Ensures proper assignment of daily work duties. Monitors performance to meet business needs and emerging priorities. Ensures staff and external contractors follow Health & Safety regulations and comply with other applicable legislation and standards. Provides performance feedback and support to develop the skills of others. Supervises work of external contractors.
2. Vehicle Maintenance functions. Coordinates the day-to-day activities of the maintenance staff to ensure effective and efficient management of vehicle inspection, repair, cleaning and maintenance operation to ensure functionality of the team. Prepare monthly reports, including cost per km tracking on vehicles. Key participant in the maintenance review, which addresses the needs of operational efficiency, corporate culture, division operations and employee performance gaps. Prepare and submit applications for licence and permit renewals. Ensures proper inventory of maintenance supplies are on hand, monitors usage and evaluates product cost-effectiveness and efficiency. Co-ordinates all equipment needs
3. Troubleshoot and Issues management. Through the utilization of effective business practices, troubleshoots identified deficiencies and takes corrective action to resolve the day-to-day issues as they occur. Ensures policies and procedures are updated to reflect best practices and business improvements. Makes recommendations for resolve of ongoing issues and escalates concerns with broader impacts, as required. Enforces Transit and Provincial Safety Policies and records infractions. Ensures all staff adhere to all corporate and safety requirements and assists in controlling absenteeism by administering the Corporate Attendance Management

Program as required. Deals with the labour relations issues and imposes appropriate disciplinary measures through Step 1 grievance procedure. Develops 'best practices' to harmonize and align with the overall business Transit strategy.

4. Training accountability. Assists with the recruitment and orientation of new Transit employees, and participates in development planning for existing staff. Participates in the development and delivery of a comprehensive Orientation program. Works with Manager to develop a training plan and schedule for staff and ensures delivery of what is needed.
5. Financial duties. Responsible for managing associated financial record keeping and controls the day-to-day cost expenditures. Provides assistance to the Senior Supervisor for determining future budget needs. Collects and researches information for budget recommendations and undertakes studies for analysis of manpower and future maintenance equipment that will impact budget expenditures. Create tenders and specifications. Issue requisitions for various products and services and review quotes to recommend purchases.

## **SELECTION CRITERIA:**

### **EDUCATION:**

- Post-secondary degree or diploma in Business Administration or related discipline

### **REQUIRED EXPERIENCE:**

- 5 years Transit/Fleet experience with 2 years Supervisory experience; preferably in a unionized environment

### **OTHER SKILLS AND ASSETS:**

- Experience and working knowledge of motor vehicle maintenance,
- Knowledge of workplace safety standards, the Occupational Health & Safety Act, Highway Traffic Act, Employment Standards Act and other applicable legislation
- Computer proficient in Microsoft Office
- Maintenance software such as 'Fleet Focus' an asset
- Good communication skills; excellent interpersonal skills in a diverse community

### **MANDATORY REQUIREMENTS:**

- Valid Ontario driver's licence ("G" class)
- Ability to upgrade driver's licence to "CZ" class
- Valid Certificates of Qualification – Trade licences (310T – Truck and Coach)

*\*\*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 may 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. \*Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online at [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #105643 by October 09, 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](mailto: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.*