



Region of Waterloo

Career Opportunity

The Region of Waterloo is currently recruiting for a:
Manager, Transit Maintenance

Department: Transportation Services
Division: Transit Services
Hours of Work: 35 hours/week
Location: 85 Chandler Drive, Kitchener
Number of Vacancies: one (1)

Our Story:

Committed to fostering opportunities for current and future generations, the Region of Waterloo is an inclusive, thriving and sustainable region of connected rural and urban communities with global reach. Our mission is to serve, engage and inspire, by delivering quality services to a diverse population of 630,000+, while creating a healthy, collaborative environment of learning, respect and innovation.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

Our Team:

We are a group of Transit professionals executing the Region's vision of a sustainable transportation system providing safe, reliable, and customer-focused transit services to our community.

The Opportunity:

Reporting to the Assistant Director, Transit Services, this exciting opportunity would be well suited for a leader who is looking to be part of a dynamic service-oriented team. As the Manager, Transit Maintenance you will manage the delivery of in-house and contract maintenance and repairs to divisional vehicles, facility equipment, leased vehicles, and facilities (terminals, bus stops) including passenger amenities at same. As the subject matter expert, you will provide advice regarding fleet management and facility maintenance for multiple depots.

Apply your Knowledge, Skills & Abilities:

- You will supervise Assistant Managers, a Planner/Scheduler (Transit Fleet), and a Technical Writer/Warranty Administrator. Indirectly supervise approximately 90 additional staff, in a 24/7 environment. Administer contracts with contractors providing sublet work.

- Manage fleet maintenance and repairs for over 280 vehicles (e.g., buses, specialized vans, passenger sedans, pick-ups), shop equipment, transit facilities, and passenger amenities.
- Manage Section resources, activities, and budget. Prepare short and long-range operational strategies and plans, including an annual work plan.
- Manage policies, procedures, and standards for the Section.
- Manage an attendance management program.
- Manage fleet data and analysis for program planning and to reduce fleet life-cycle costs
- Develop and maintain a preventive maintenance program for equipment and vehicles.
- Manage the Safety Audit program, including contracts. Monitor safety audits, investigate work refusals, and ensure compliance with Ministry standards/regulations.
- Assess vehicle collisions. Conduct safety inspections. Participate in legal reviews and proceedings.
- Manage studies and testing on new products and equipment. Keep current on vehicle technology. Prepare specifications for new equipment; advise on options, cost, and maintenance requirements. Ensure new vehicles meet specifications and tender/proposal requirements.
- Assist staff to resolve technical problems and ensure follow-up on warranty issues with dealers and manufacturers.
- Oversee the installation and communication of temporary stops related to transit detours.
- Manage contracted services for facilities/bus stops (e.g., snow/garbage removal).
- Participate in divisional/departmental/corporate meetings and committees.
- Participate in collective agreement negotiations and union grievance meetings.
- Has signing authority. Manages safe use and security of Section vehicles, materials, equipment, and maintenance facilities.
- Respond to inquiries and collaborate with Finance and corporate Facilities & Fleet Management regarding the maintenance, cost, replacement, and use of divisional vehicles, equipment, and facilities (internal/garages and public infrastructure); transit facilities projects; maintenance/repairs (e.g., bus stops, terminals); and contracted services.
- Exchanges product and service information with vehicle and facility equipment manufacturers, dealerships, vendors/suppliers, contractors, and insurance adjusters. Exchanges information with other transit organizations and government agencies.
- Performs related duties as required.

Apply Your Experience at the Region of Waterloo

- Our ideal candidate will have knowledge of vehicles, their systems, technical components, maintenance procedures and repairs; maintenance management systems; and fleet replacement strategies normally acquired through a degree/diploma in a related field, (e.g., mechanical engineering) or 310T, and

- progressively responsible experience in fleet maintenance and management.
- Knowledge of and ability to comply with policies, procedures, collective agreements, manufacturer standards and precedents, and related legislation (e.g., labour relations, highway traffic, employment standards, privacy, accessibility, health and safety).
 - Analytical, organizational, problem-solving, and continuous improvement skills to research and identify trends; evaluate, develop, and implement policies, procedures, and plans; resolve problems; plan and develop objectives; and coordinate the program (including administration, technical, and financial components).
 - Strong leadership, communication, and human relations skills to manage, train, develop, motivate, and support staff; establish and maintain working relationships with all levels of Regional staff, community agencies, other government agencies, and the public; conduct presentations; and participate as an effective team member.
 - Ability to read and interpret service data manuals, manufacturer updates, parts and service manuals, technical articles, government legislation, new technology and systems information. Ability to write correspondence, project plans, preventive maintenance and shop procedures, and reports (e.g., vehicle condition reports for Council and Committee).
 - Computer skills using software such as Microsoft Office, an automated maintenance management system, and vehicle dispatch and location equipment.
 - Must provide an acceptable Police Information Check (Level 2) for bondability.
 - Ability to travel within and outside Waterloo Region.
 - Ability to support and demonstrate the Region's values.

Additional Information:

Compensation:

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits. The salary of this position ranges between \$115,278.80 to \$144,107.60 per annum (Grade 9 on the Management & Management Support wage scale).

We invite applicants to apply online by following the link: <https://bit.ly/3ur7WCJ>

Consideration will be given to candidates that are not fully qualified when no fully qualified applicants can be identified.

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

The Region of Waterloo is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage

and celebrate our diversity. The Region of Waterloo is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number 519-575-4400, or TTY number 519-575-4608 to request an alternate format.