

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:** Vehicle Maintenance Foreperson

**DEPARTMENT:** Transit

**POSTING NUMBER:** 105892 & 105893

**NUMBER OF POSITIONS:** 2

**JOB STATUS & DURATION:** Full Time Permanent

**HOURS OF WORK:** 40-hour workweek / shift work / variable hours

**LOCATION:** Transit Sandalwood Facility

**SALARY GRADE:** 5

**HIRING SALARY RANGE:** \$86,091.00 – \$ 96,853.00 per annum

**MAXIMUM OF SALARY RANGE:** \$ 107,614.00 per annum

**JOB TYPE:** Management and Administration

**POSTING DATE:** April 29, 2024

**CLOSING DATE:** May 5, 2024

**AREA OF RESPONSIBILITY:**

Reporting to the Supervisor, Vehicle Maintenance this position coordinates the day-to-day activity of various disciplines to ensure all buses are safe, operational and clean, and that they meet Corporate and regulatory standards.

1. Provide daily supervision of vehicle maintenance staff and equipment. Is readily available to answer staff questions, provide on-the-job training and clear instructions. Motivate staff, mediate and investigate root causes to resolve conflicts. Accountable for scheduling and coordination of staff activities to ensure efficient operation while holding staff accountable, meeting standards and in full compliance of regulations.
2. Ensure accurate record keeping and reporting of a wide range of performance indicators. Ensures completion and submission of Ministry of Transportation Inspections, Drive Clean program, follow-up and report on Joint Health and Safety inspections and issues, accident damage, warranty, manufacturer recalls, Transport Canada recalls and WSIB forms.
3. Provide leadership by creating programs, schedules and Standard Operating Procedures (SOPs) for staff. Ensure SOPs and equipment are up-to-date to maximize productivity without compromising standards and safety. Engage the services of outside suppliers to purchase just-in-time repair parts and to perform services. Oversee the inventory of spare parts through a stockroom with a perpetual inventory and procurement.
4. Recommend changes in on-site procedures to respond to regulatory changes (i.e. safety) and to meet customer service expectations. Identify training and development needs of the team, and inform Supervisor.
5. Share information with Supervisor and others regularly. Assist with budget preparation and setting financial controls. Represent function at meetings and as required on committees. Provide information for RFQs and RFPs. Respond to questions from internal and external stakeholders.

## **SELECTION CRITERIA:**

### **EDUCATION:**

- Minimum high school (Grade 12) diploma or equivalent
- Ontario Motor Vehicle Mechanics Licence, class 310T

### **REQUIRED EXPERIENCE:**

- 2 years experience in a Vehicle Maintenance environment, Heavy Duty Vehicles preferred, with 2 years experience as a team lead or supervisor in a unionized environment preferred

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

- Good working knowledge of automotive and heavy truck parts
- Ability to understand and document procedures (SOPs) in English language
- Knowledge of Health & Safety (i.e. WHMIS) regulations and other applicable legislation an asset (i.e. Highway Traffic Act)
- Ability to use PC, Microsoft Office

*\*\*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.

If this opportunity matches your interest and experience, please apply online at: [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #105892 & 105893 by May 5, 2024** 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.*