

# Supervisor, Transit Maintenance

## Transit Department

### Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include flexible working hours, mobile and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

### Job Requisition Number

JR0000000210

### Employee Group

Non-Union

### Employment Status

Full Time Permanent

### Hours of Work

40 hours per week

### Department

Transit

### Location

This position is required to work in person at 3332 Harvester Road, Burlington. Work location is subject to change at the discretion of the City due to operational demands.

### Position Overview

Reporting to the Manager, Transit Maintenance, the Supervisor is responsible for supervising the staff in the Maintenance Department of Transit including the delivery of in-house contractor Maintenance and repairs to the Transit fleet.

### Responsibilities

The primary responsibilities of this role include:

- Maintaining technical knowledge of transit vehicles, their systems, maintenance procedures and repairs.
- Supervise the activities and functions of transit maintenance staff on shift, the team consists of mechanics, lead hands, mechanic helpers and general service persons.
- Coaches, trains, evaluates and manages employee performance based on the collective agreement.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

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- Preparing work schedules and assigning tasks to appropriate mechanical staff.
- Ensure compliance with legislation, standards, City and Transit policies and procedures including the Ontario Ministry of Transportation, Ministry of Environment and Ministry of Labour legislated requirements, and Health and Safety Act
- Make decisions on repair/replace options.
- Handling stockroom duties, including in sourcing parts, entering stock draws, looking parts up on the computerized system, etc.

## Requirements

The successful candidate will possess a 310T Vehicle Repair Certificate and four (4) years of related experience with at least two (2) of those years in a supervisory capacity. Experience in a unionized environment would be an asset.

Comprehensive knowledge of shop management practices and preventative maintenance theory, computer skills, and experience using Asset Management Systems, Microsoft Word, Excel, Teams and Outlook will help candidates succeed in this role. Excellent interpersonal skills, conflict resolution skills and communication skills are essential to the success of this role. The ideal candidate can solve problems independently and to multi-task in a fast-paced environment.

This position will be required to work primarily afternoon shifts. A valid CZ or BZ driver's license is required with an acceptable driver's abstract (no more than three (3) driving related convictions or an accumulation of no more than three (3) demerit points in the previous three (3) years prior to the date of hire). The license must be held in good standing and not been suspended or revoked under the Highway Traffic Act or Criminal Code in the last three (3) years.

## Salary Range

\$81,262 - \$101,578 (Grade H)

## Posting Close Date

July 16, 2024

## How to Apply

**External Applicants:** please visit [www.burlington.ca/careers](http://www.burlington.ca/careers). Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

**Internal Applicants:** current employees must apply for positions through the Jobs Hub application on your City Workday account.

## Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: [hr@burlington.ca](mailto:hr@burlington.ca) if you require accommodation to ensure your equal participation in the recruitment and selection process.

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