



Job title: **Assistant Maintenance Manager**  
Job ID: 20240948  
Location: Greater Vancouver  
Full/Part Time: Full-time  
Regular/Temporary: Regular/Temporary

## **Marketing Statement**

As the largest operating company in the integrated TransLink enterprise, Coast Mountain Bus Company (CMBC) operates a fleet of clean-fuel conventional and community shuttle buses, zero-emission trolley buses, and passenger ferry SeaBuses in Metro Vancouver, the largest single transit service area in Canada.

At CMBC, one of BC's Top Employers, we're committed to providing an innovative, healthy, and engaging workforce. This is reflected in our workforce of over 5,500 employees performing over 400 unique jobs, who are committed and empowered to deliver service that attracts nearly 1.1 million passengers daily and connects people, businesses, and communities in the Metro Vancouver region.

We have the important job of helping our passengers get to work, appointments, visiting with family and friends, and back again every day. Metro Vancouver relies on us, and we take that as a point of pride.

## **Responsibilities**

### **PRIMARY PURPOSE**

Supports the Manager by overseeing the day-to-day operation. Oversees work performed by supervisors, trades and service employees engaged in the maintenance, repair and servicing of revenue and non-revenue vehicles, associated equipment, and infrastructure by ensuring adequate staffing levels are available to meet daily maintenance demands. Monitors the planning, scheduling, and performance of preventive maintenance, engine overhauls and repairs to ensure maximum availability of vehicles in a safe, road worthy condition and to meet fleet service requirements. Develops, recommends, and manages the implementation of preventive maintenance programs which comply with departmental practices, standards, and business objectives. Analyses, investigates, and implements solutions to technical maintenance and repair. Participates in developing the Fleet Maintenance budget and monitors approved expenditures. Monitors and takes corrective actions to ensure departmental KPIs are met on a consistent basis.



## KEY ACCOUNTABILITIES

Monitors the planning, scheduling, and performance of work, including preventive maintenance, engine overhauls and repairs, to ensure maximum availability of vehicles in a safe, road worthy condition and to meet fleet service requirements. Adjusts work priorities to meet changing conditions and inspects completed work to ensure vehicle operating standards are maintained.

Develops, recommends, and manages the implementation of preventive maintenance programs, plans and procedures which comply with departmental practices and standards and legislative guidelines, and which meet the business objectives of the Fleet Management Plan.

Analyses, investigates, and implements solutions to technical maintenance and repair problems by gathering information, researching applicable vehicle documents, trouble shooting for possible causes, discussing findings with the manufacturer and technical staff, and conducting tests.

Participates in developing the Fleet Maintenance budget and monitors approved expenditures. Prepares maintenance and repair reports and inventory documents. Prepares, processes, and approves work orders, purchase requisitions, and credit card purchases.

Develops, builds and manages relationships with Unions, Internal Stakeholders (Operations, Fleet Technical Support, etc). Attends various Union/Management meetings.

Provides day-to-day supervision of reporting staff, including involvement in selection, coaching, development, and performance management. Provides day-to-day supervision of reporting staff, including involvement in selection, coaching, development, and performance management.

Monitors and takes corrective actions to ensure departmental KPIs are met on a consistent basis.



## Qualifications

### EDUCATION AND EXPERIENCE

Qualification in Mechanical or Electrical trades or a diploma/degree in a related mechanical field plus courses in leadership skills, and labour relations.

Requires a minimum of six (6) years' previous experience in progressively responsible positions within a maintenance or technical environment, preferably in the transportation industry, including supervisory experience with a multi-disciplined team in a unionized environment. A broad knowledge of all aspects of mechanical, electrical, and electronic repairs, trouble shooting, maintenance procedures and vehicle inspections shall be required. Having the ability to interpret and administer policies, procedures and union agreements will be an asset. A combination of experience, qualification and skills will be considered.

### OTHER REQUIREMENTS

Demonstrated leadership skills to guide, coach, and motivate a diverse maintenance team, promoting a culture of accountability and continuous improvement.

Advanced knowledge of the principles, theory, concepts, and practices of maintenance.

Possesses skills around strategic planning and continuous improvement, leveraging experience in maintenance operations to align initiatives with organizational goals and drive process enhancements.

Exceptional communication skills, both written and oral, with the ability to effectively convey information across all levels of the organization. Strong analytical and problem-solving abilities, capable of making data-driven decisions to optimize maintenance operations. Proven teamwork and interpersonal skills, including negotiation, change management and conflict resolution expertise, to foster collaboration within the team and across departments.

Excellent prioritization, organization, and time management skills to effectively manage multiple tasks and projects.

Proficient in standard office software, including word processing and spreadsheet applications, as well as the use of web-based systems.



## **Other Information**

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

## **Work Schedule**

37.5 hours per week.

## **Work Designation**

Resident

This position works predominately on-site.

## **Rate of Pay**

Salary \$97,600 - \$146,400 per annum (Actual salary offered will be commensurate with education, experience and internal parity).

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

## **How to Apply**

Please visit our [Career Page](#) to apply for this position.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one PDF document prior to uploading your application on-line.

Closing Date: Open until filled

Please note that only those short listed will be contacted.

Having trouble applying? Please view the [System Requirements & FAQ's page](#).



If you have questions, please connect with us at [jobs@translink.ca](mailto:jobs@translink.ca).

### **Equal Employment Opportunity**

Coast Mountain Bus Company is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to equity, diversity and inclusion.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at [jobs@translink.ca](mailto:jobs@translink.ca).