

## **9766BR - Fleet Supervisor**

### **Job Posting**

Halifax Regional Municipality is inviting applications for Three (3) permanent Full-Time position of Fleet Supervisor in the Transit Fleet division of Halifax Transit.

Halifax Regional Municipality (HRM) is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality's core values. We have an Employment Equity Policy and we welcome applications from African Nova Scotians and Other Racially Visible Persons, Women in occupations or positions where they are underrepresented in the workforce, Indigenous/Aboriginal People, Persons with Disabilities and 2SLGBTQ+ Persons. Applicants are encouraged to self-identify on their electronic application.

Under the general direction of the Superintendent, Transit Fleet, the Fleet Supervisor provides expert advice and support in the operation, maintenance and servicing of Halifax Transit's fleet, which consists of over 340 vehicles comprised of: 40 and 60ft conventional buses; 30ft community buses and cut-away Access-A-Buses. The department is responsible for the daily maintenance and servicing of a diverse fleet of vehicles which includes but is not limited to the execution of preventative maintenance and warranty programs; major component/ mid-life rebuilds; repair and maintenance of equipment and components; vehicle compliance as legislated under Motor Carrier Act as well as transit facility and equipment maintenance.

The Fleet Supervisor (FS) is responsible for the supervision of maintenance personnel and for the efficient and effective daily operation of the maintenance garage in order to ensure that the daily service quota is met for the commuting public. In order to meet the daily challenges of this dynamic environment the Fleet Supervisor will work with other Supervisors, the Fleet Controller, vendors, contractors, Halifax Transit Operations and Provincial Inspectors in the areas of: scheduling of work/inspections, allocation of equipment, parts acquisitions as well as life cycle decisions such as vehicle acquisition and disposal.

### **DUTIES AND RESPONSIBILITIES:**

#### **Leadership:**

- Responsible for the development and administration of maintenance, repair and warranty programs related to equipment, components and parts

- Balances workload in a rapidly changing environment and sets priorities on the delivery of services and ensures service level standards are met
- Assists support staff in setting work schedule priorities to ensure maintenance and repairs are completed in a timely fashion
- Challenges the status quo and champions new initiatives. Ensures personnel have a clear understanding of their roles and responsibilities

#### **Performance Management:**

- Subject matter expert that remains abreast of changes in equipment, diagnostics, components and parts and is able to guide, assist and develop employees
- Responsible for distributing and evaluating the work of apprentices and assisting them in achieving their Class A mechanic license through the completion of development plans and the establishment of performance objectives
- Directs, assigns and monitors the work of staff
- Interprets and applies the collective agreement
- This position is responsible for addressing grievances and may be called upon to participate in the arbitration process

#### **Service Delivery:**

- Responsible for balancing workload and meeting service quota in a rapidly changing environment
- Responsible for ensuring all internal building equipment and equipment associated with fueling of the vehicles is in good working order
- Provides frequent communications to Operations on status of equipment
- Responsible for the administration of obligations under OH&S: conducts inspections, coaches and informs, develops and reviews standard operating procedures, takes action in the event of incidents
- Subject matter expert with respect to Motor Carrier Act, NS Motor Vehicle Act and Canadian Motor Vehicle Safety Act; responsible for ensuring vehicles are maintained and repaired according to legislation.

#### **QUALIFICATIONS:**

##### **Education and Experience:**

- Completion of grade 12.
- Must possess a valid driver's license in good standing.
- Must possess a valid N.S. Trade Certificate in either Bus and Transport (310T) or Automotive (310S)
- Five (5) years' experience in the repair of equipment in a fleet environment
- Capable of demonstrating leadership skills and have the ability to organize assigned work.
- Minimum Three (3) years' experience in a supervisory role
- Knowledge and understanding of OH&S, NS MVA, CMVSA and NS Motor Carrier Act

**Technical / Job Specific Knowledge and Abilities:**

- Ability to make decisions relative to urgency, importance and public scrutiny
- Ability to work as a team leader or team member in a diverse environment
- Demonstrated organizational, supervisory, and administrative abilities
- Demonstrated interpersonal skills
- Strong oral and verbal skills
- Ability to prioritize and co-ordinate a multitude of tasks
- Must have good background and knowledge of all aspects of fleet operation, covering welding hydraulics, body repair and mechanical repairs.
- Must have a full understanding of Preventative Maintenance processes
- Familiarity with computers and a computerized work order system
- Must be motivated and ready to accept day to day challenges

**SECURITY CLEARANCE REQUIREMENTS:** Successful candidates will be required to submit an acceptable Criminal Records Check.

**Please note** - Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

**COMPETENCIES:** Analytical Thinking; Communications; Customer Service; Managing

Change; Networking/Relationship Building; Organization and Planning; Teamwork and Cooperation.

**WORK STATUS:** Three permanent Full Time

**HOURS OF WORK:**

**Position1.** #78611504: Monday- Thursday 6am-4pm (RLTC)

**Position2.** #72285671: Wednesday-Saturday 5pm-3am (BTC)

**Position 3.** #72290418: Wednesday - Friday 3:30pm - 11:30pm  
Saturday 7:00am - 7:00pm (BTC)

**SALARY:** \$87,872 per year. This is a NSGEU, Local 107 position.

**WORK LOCATION:** BTC, RLTC

**Position1.** #78611504: This is a Relief position and therefore, the incumbent may be required to work out of either garage to provide coverage when operationally required. When coverage is not required, the incumbent will be located at the Ragged Lake Transit Centre, 110 Grassy Lake Drive, Halifax NS

**Position 2.** #72285671: Burnside Transit Centre, 200 Ilsley Ave, Dartmouth, NS

**Position 3.** #72290418: Burnside Transit Centre, 200 Ilsley Ave, Dartmouth, NS

**CLOSING DATE:** Applications will be received up to **11:59 pm Sunday, April 6, 2025**

**This is a bargaining unit position. External applicants will only be considered if there are no qualifying bargaining unit candidates.**

**Please note:** We thank all applicants for their interest in this position. Only those applicants selected for an interview/ testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as interview or testing) and who require an accommodation, should discuss their needs with the recruiter when

invited to the assessment process. For more information on our accommodation process please click on the link; [Accommodations | Hiring | Employment | Halifax](#)

Qualified HRM retirees may also be considered for competitions. In these circumstances an offer of employment may be offered, including term and/or contract employment.

(position #78611504,72285671)