

Job Title: Team Leader, Transit Maintenance

Req ID: 26228

Vacancy Type: Permanent

Number of Positions: 1

Closing Date: 03/14/2025

Job Summary

Reporting to the Supervisor, Transit Facilities Maintenance, this position will provide the functional leadership for the Building & Route (B&R) team and their daily work tasks. This role also ensures that the Transit garages and on-street stop infrastructure are properly maintained and meet the needs of the facility users, transit customers and transit service requirements.

Duties and Responsibilities

- Be the functional lead for the B&R team to ensure that day-to-day transit garage upkeep and maintenance requirements meet the operational needs of the business.
- Coordinate, prioritize and manage B&R daily work through work order generation, assignment and scheduling of tasks, follow-up and verification of completed work activities.
- Assist the supervisor in tracking employee absences (vacations, sick days, floater days) and ensure shifts are staffed accordingly.
- Ensure that the B&R team have the proper training in standard operating procedures for daily duties and use of operating equipment and are performing their duties in a safe manner, in compliance with and adherence to OHSA.
- Maintain a working knowledge of the Collective Bargaining Agreement, MiWay Transit operating policies, practices and procedures, as well as, all other relevant legislation, ensuring that management practices adhere to these documents and administer discipline up to the issuance of written warnings.
- Manage external vendors, contractors and OEMs to ensure timely scheduling of repairs, servicing and preventive maintenance inspections of the garage facility assets and equipment to meet established standards, to ensure vendor compliance with safety procedures within the facility and to maintain up-to-date documentation of such activities.
- Prepare and maintain up-to-date inventory management databases that can include sourcing of parts and equipment, updating inventory changes, monitoring usage and quantities.
- Compile monthly health & safety inspection action items, assign and distribute work to appropriate teams within the City (e.g., B&R, Facilities Maintenance), ensure corrective action is taken and update status of deficiencies.
- Prioritize and schedule on-street bus stop infrastructure requests for day-to-day bus stop maintenance, to meet Board Period service requirements or to manage service detour impacts.
- Coordinate requests from internal Transit stakeholders to assist with business needs, as required.
- Display initiative and leadership through continuous improvement initiatives and support of staff in making changes to their work processes and procedures.
- Performs other duties as assigned.

Skills and Qualifications

- Completion of secondary school is required but a college diploma or university degree is preferred.
- A minimum three (3) years' progressive experience in building/facility maintenance along with training and/or comprehensive knowledge in the areas of building, HVAC and equipment repair, electrical, plumbing, carpentry.
- Leadership experience in a unionized environment is an asset.
- Proficiency in Microsoft Office products (e.g., Word, Excel, PowerPoint, Outlook) with the ability to input data, extract and analyze information.
- Strong working knowledge of maintenance and asset management software (e.g., ERP, EAM, CMMS).
- Understanding and application of codes and standards as related to the operations of Transit's facilities (e.g., building and fire codes, electrical safety codes, Building Automation Systems, Facility Asset Management Systems, etc.).
- Demonstrated ability in leading a team and coordinating daily and weekly team members schedules and work activities to the established standards in an unionized environment.

- Demonstrated judgment and decision-making skills with the ability to plan and organize work and the ability to resolve conflict is crucial.
- A solid understanding of Company and Corporate policies and procedures and experience interpreting collective agreements is an asset.
- Effective oral and written communication skills along with organizational and time management skills are mandatory.
- Class G driver's license with a clean driving record, acceptable to the City, is required.

Hourly Rate/Salary: \$ 76,313 - \$ 101,753

Hours of Work: 40

Work Location: Erindale H: Common

Department/Division/Section: T&W/Transportation&Works Dept , T&W/Mississauga Transit , MT Maintenance

Non-Union/Union: Non Union

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

Equity, Diversity and Inclusion

The City of Mississauga is committed to creating a respectful and supportive workplace that fosters a culture of equity, diversity and inclusion which broadly reflects the communities and residents we serve. Throughout the employee life cycle, the City is working to include an EDI lens to attract, retain and support the growth of diverse talent.

Learn more about the City's commitment to [Equity, Diversity and Inclusion](#).

Accommodations

The City of Mississauga is an Equal Opportunity Employer and is committed to removing barriers in our selection process for people with visible and invisible disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.