

DURHAM REGION TRANSIT COMMISSION

Supervisor, Maintenance
(Regular Full-Time)

Job ID: 21407

Job Number: 16

Open: May 07, 2025 Close: May 28, 2025

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to employment equity and is actively implementing measures to build and sustain an inclusive, barrier-free workplace that is reflective of the diverse residents it serves. We welcome applications from Indigenous Peoples, people from racialized communities, women, persons who live with disabilities, people from 2SLGBTQI+ communities and people with diverse identities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants who live with disabilities.

Supervisor, Maintenance

Reporting to the Manager, Fleet Maintenance, this position is responsible for overseeing the full lifecycle of fleet maintenance services to ensure the 24/7 operational availability of the Durham Region Transit (DRT) fleet. This role plays a key part in supporting and implementing policies, strategies, and programs related to fleet maintenance across all DRT maintenance facilities.

The successful candidate will ensure the effective and efficient delivery of high-quality, cost-effective, and sustainable maintenance programs. A strong focus on maximizing fleet reliability and availability is essential. Along with these duties the incumbent will:

- Manage and supervise maintenance staff to ensure the provision of safe, clean, and reliable buses for revenue service
- Oversee the repair and daily servicing of the bus fleet to ensure vehicles meet service and performance requirements
- Provide technical guidance and support to maintain high-quality repair and maintenance standards
- Assist the Manager, Fleet Maintenance with garage operations, including technical problem analysis, work planning and scheduling, and the maintenance of technical documentation
- Ensure timely completion and processing of all required documentation, including repair orders and labour entries
- Participate in labour relations activities, including addressing work performance issues, supporting grievance processes, and providing input and recommendations during collective bargaining or arbitration.
- Ensure compliance with all relevant safety, environmental, and regulatory requirements
- Coordinate with the Manager, Supply Chain to ensure timely procurement and availability of repair parts and materials
- Support and monitor vehicle cleanliness audits to maintain DRT fleet presentation standards
- Report on and analyze key performance indicators (KPIs) to support operational efficiency and continuous improvement initiatives

The successful applicant must possess:

- Graduation from a recognized technical institution or equivalent experience in a related field
- Possession of a valid Truck & Coach Technician (310T) Certificate of Qualification
- Valid Ontario Class 'C' driver's license with 'Z' (air brake) endorsement is considered an asset
- Proven experience in motivating and supervising staff within a complex, unionized industrial or automotive environment
- Solid understanding of relevant legislation and policies, including the Municipal Act, Highway Traffic Act, Accessibility for Ontarians with Disabilities Act (AODA), Occupational Health and Safety Act, Public Vehicle Operating License, Collective Agreements, and internal policies such as purchasing procedures
- Familiarity with quality control practices and maintenance of technical records and documentation

- Strong analytical, work planning, work scheduling, and organizational abilities
- Excellent communication skills, both verbal and written
- Possession of a valid Automotive Service Technician (310S) Certificate of Qualification is considered an asset
- Ongoing education or courses related to technical maintenance or human resources is considered an asset

Management & Exempt Salary Grade 6

- Salary: \$105,411 to \$131,764 per annum

Conditions of Employment

Interested applicants are invited to submit a detailed resume outlining their qualifications, experience, and interest in this opportunity. Please ensure your application clearly demonstrates how you meet the stated qualifications and responsibilities of the role. Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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