

## Job Title: Assistant Manager, Transit Maintenance

Req ID: 27839

Vacancy Type: Permanent

Number of Positions: 1

Closing Date: 03/17/2026

### Job Summary

This role oversees daily maintenance operations at the Malton facility and provides support at Central Parkway as needed. It leads Maintenance Supervisors, unionized maintenance staff, and GSP teams to ensure efficient bus servicing, including cleaning, fueling, and wash bay operations. The position also acts as the operational lead at Central Parkway during the Assistant Manager's absence to maintain consistent service standards.

### Duties and Responsibilities

- Oversees daily vehicle maintenance operations at the Malton Facility and provides GSP oversight at both Malton and Central Parkway, ensuring effective bus cleaning, fueling, and wash bay services.
- Provides direct supervision, coaching, and performance management for all Vehicle Maintenance Supervisors at the Malton Facility.
- Acts as the functional lead for Central Parkway maintenance operations during Supervisor absences or vacancies to ensure continuity of service.
- Manages and monitors improvement projects to ensure timely completion.
- Responsible for sub-contractor's invoices; quality of work and warranty of repairs.
- Plans, assigns, supervises, and directs the work of employees engaged in the maintenance and repair of Transit vehicles and equipment.
- Ensures staff training is current with technical, legislative, and continuous improvement requirements.
- Ensures adherence to applicable legislation, policies, procedures, rules and regulations and collective agreement.
- Provides performance documentation and participates in disciplinary action as required.
- Participates in the hiring of maintenance staff.
- Reads and interprets repair manuals, wiring diagrams, and schematics.
- Monitors maintenance activities, work methods, and costs; communicates trends to the Maintenance Manager.
- Promotes a safe work environment and follows up on any safety concerns and issues.
- Analyzes emergency situations accurately and adopts effective course of action.
- Performs other duties as may be assigned.

### Skills and Qualifications

- Post secondary degree or diploma in Business Administration along with demonstrated ability to create a continuous learning environment or the equivalent experience/education is preferred.
- Five years experience in a progressive management role with hands on supervisory experience in a unionized environment.
- 310T (Truck and Coach) Certificate of Qualification. Valid 310S – (Automotive Service Technician) Certificate of Qualification is an asset, trade licenses from the Ontario Ministry of Colleges and Universities.
- Membership with OACETT - C. Tech / C.E.T. or A.Sc.T designation will be an asset.
- Experience in projects / programs management.
- Clear understanding of Reliability Centred Maintenance – Preventive or Corrective.
- Must be highly proficient in Microsoft Office – Microsoft Word, Excel and PowerPoint.
- Monitoring and Controlling Key Performance Indicators of Transit Maintenance and must be able to challenge and improve the status quo.
- Manage Contractor out of service buses / invoices / reviews history of repairs for warranty repairs. Ensure buses come back into service within reasonable times.
- Detailed knowledge of Transit Vehicle Maintenance and Repair, and manufacturer's specifications and schematics is an asset.
- Sound knowledge of shop management practices.

- Knowledge of Ministry of Transportation, Ministry of Environment and Ministry of Labour requirements.
- Knowledge of applicable legislative requirements such as the Occupational Health & Safety Act and, Employment Standards Act.
- Experience coaching and developing supervisory staff.
- Performance management experience in a union and non-union work environment;
- Must possess the ability to establish effective working relationships, along with good oral and written communication skills.
- Must have a valid G class Ontario driver's license with a clean driving record acceptable to the City.

Hourly Rate/Salary: \$ 100,277.00 - \$ 133,703.00

Hours of Work: 40

Work Location: Malton Transit Terminal - 6780 Professional Ct, Mississauga

Work Model: This is an on-site role requiring presence in the work location 5 days per week

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

Non-Union/Union: Non Union

The City of Mississauga may use artificial intelligence (AI) technology in sourcing candidates for some positions, however, it is not being used for screening, assessing, or selecting candidates.

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 complete the following [Accommodation Request Form](#) and have it emailed to [recruitment.accommodation@mississauga.ca](mailto:recruitment.accommodation@mississauga.ca) citing the Job ID and Job Title. This will 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.

