



BRAMPTON

Job Title: Supervisor, Vehicle Maintenance

Job Opening Number: 107006

Job Requisition Number: 322

Number of Positions: 1

Job Type: Management and Administration

Job Code: Supervisor 6, 35

Department: TRANSIT

Division: Transit Operations

Hiring Salary Range: \$102,784.00 - \$115,632.00 per annum

Maximum of Salary Range: \$128,480.00 per annum

Job Grade: 006

Job Status and Duration: Full Time (FT), Regular (R), vacancy

Hours of Work: 35

Location: Transit Clark Facility

Closing Date: 05/22/2026

Notice to Internal Applicants: To ensure your application is processed as internal, please submit your application using your City of Brampton work email address.

External and internal applicants are now being considered.

Area of responsibility

Reporting to the Manager, Transit Maintenance this role provides supervision to vehicle maintenance staff to ensure Transit vehicles are in optimum condition and well-cared for, in order to meet customer service expectations and requirements for health & safety.

1. Supervise the Vehicle Maintenance team Provides oversight, daily direction and performance management to non-unionized and unionized staff. Review and implement preventative and proactive maintenance programs to meet MTO guidelines. Ensures proper assignment of daily work duties. Monitors performance to meet business needs and emerging priorities. Ensures staff and external contractors follow Health & Safety regulations and comply with other applicable legislation and standards. Provides performance feedback and support to develop the skills of others. Supervises work of external contractors.
2. Vehicle Maintenance functions Coordinates the day-to-day activities of the maintenance staff to ensure effective and efficient management of vehicle inspection, repair, cleaning and maintenance operation to ensure functionality of the team. Prepare monthly reports, including cost per km tracking on vehicles. Key participant in the maintenance review, which addresses the needs of operational efficiency, corporate culture, division operations and employee performance gaps. Prepare and submit applications for licence and permit renewals. Ensures proper inventory of maintenance supplies are on hand, monitors usage and evaluates product cost-effectiveness and efficiency. Co-ordinates all equipment needs

3. Troubleshoot and Issues management Through the utilization of effective business practices, troubleshoots identified deficiencies and takes corrective action to resolve the day-to-day issues as they occur. Ensures policies and procedures are updated to reflect best practices and business improvements. Makes recommendations for resolve of ongoing issues and escalates concerns with broader impacts, as required. Enforces Transit and Provincial Safety Policies and records infractions. Ensures all staff adhere to all corporate and safety requirements and assists in controlling absenteeism by administering the Corporate Attendance Management Program as required. Deals with the labour relations issues and imposes appropriate disciplinary measures through Step 1 grievance procedure. Develops 'best practices' to harmonize and align with the overall business Transit strategy.
4. Training accountability Assists with the recruitment and orientation of new Transit employees, and participates in development planning for existing staff. Participates in the development and delivery of a comprehensive Orientation program. Works with Manager to develop a training plan and schedule for staff, and ensures delivery of what is needed.
5. Financial duties Responsible for managing associated financial record keeping and controls the day-to-day cost expenditures. Provides assistance to the Senior Supervisor for determining future budget needs. Collects and researches information for budget recommendations and undertakes studies for analysis of manpower and future maintenance equipment that will impact budget expenditures. Create tenders and specifications. Issue requisitions for various products and services and review quotes to recommend purchases.

SELECTION CRITERIA:

EDUCATION:

- Post-secondary degree or diploma in Business Administration or related discipline

EXPERIENCE:

- 5 years Transit/Fleet experience with 2 years Supervisory experience; preferably in a unionized environment Experience and working knowledge of motor vehicle maintenance

OTHER SKILLS AND ASSETS:

- Knowledge of workplace safety standards, the Occupational Health & Safety Act, Highway Traffic Act,
- Employment Standards Act and other applicable legislation
- Computer proficient in Microsoft Office
- Maintenance software such as 'Fleet Focus' an asset
- Good communication skills; excellent interpersonal skills in a diverse community

Mandatory Requirements

- Valid Ontario driver's licence ("G" class)
- Ability to upgrade driver's licence to "CZ" class
- Valid Certificates of Qualification – Trade licences (310T – Truck and Coach)

Additional Information

Interview: Our recruitment process may be completed with video conference technology.

***Various tests and/or exams may be administered as part of the selection criteria.*

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment by **(05/22/2026)** and complete the attached questionnaire.

We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

We thank all applicants; however, only those who demonstrate they meet the required qualifications through their application/resume will be considered in the recruitment process in accordance with the respective Collective Agreement(s). Various tests and/or exams may be required as part of the selection criteria. Successful candidates will be required, as a condition of employment, to execute a written employment agreement.

The City of Brampton uses email to communicate with applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. Time sensitive correspondence is sent via email (i.e. testing bookings, interview dates) and it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the employment opportunity and your application will be removed from the competition.

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