

Job Title: Foreperson, Vehicle Maintenance

Job Opening Number: 107108

Job Requisition Number: 327

Number of Positions: 1

Job Type: Management and Administration

Job Code: 000059

Department: Transit

Division: Transit Operations

Hiring Salary Range: \$90,670.00 - \$102,004.00 per annum

Maximum of Salary Range: \$113,337.00 per annum

Job Grade: 005

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

Hours of Work: 40 Hour work week

Location: Transit Clark Facility

Posting Date: 05/12/2026

Closing Date: 05/26/2026

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.

Reporting to the Supervisor, Vehicle Maintenance this position coordinates the day-to-day activity of various disciplines to ensure all buses are safe, operational and clean, and that they meet Corporate and regulatory standards.

AREA OF RESPONSIBILITY:

- 1. Provide daily supervision** of vehicle maintenance staff and equipment. Is readily available to answer staff questions, provide on-the-job training and clear instructions. Motivate staff, mediate and investigate root causes to resolve conflicts. Accountable for scheduling and coordination of staff activities to ensure efficient operation while holding staff accountable, meeting standards and in full compliance of regulations.
- 2. Ensure accurate record keeping and reporting** of a wide range of performance indicators. Ensures completion and submission of Ministry of Transportation Inspections, Drive Clean program, follow-up and report on Joint Health and Safety inspections and issues, accident damage, warranty, manufacturer recalls, Transport Canada recalls and WSIB forms.
- 3. Provide leadership** by creating programs, schedules and Standard Operating Procedures (SOPs) for staff. Ensure SOPs and equipment are up-to-date to maximize productivity without compromising standards and safety. Engage the services of outside suppliers to purchase just-in-time repair parts and to perform services. Oversee the inventory of spare parts through a stockroom with a perpetual inventory and procurement.
- 4. Recommend changes** in on-site procedures to respond to regulatory changes (i.e. safety) and to meet customer service expectations. Identify training and development needs of the team, and inform Supervisor.
- 5. Share information** with Supervisor and others regularly. Assist with budget preparation and setting financial controls. Represent function at meetings and as required on committees. Provide information for RFQs and RFPs. Respond to questions from internal and external stakeholders

SELECTION CRITERIA:

EDUCATION:

- Minimum high school (Grade 12) diploma or equivalent
- Ontario Motor Vehicle Mechanics Licence, class 310T

EXPERIENCE:

- 2 years experience in a Vehicle Maintenance environment, Heavy Duty Vehicles preferred, with 2 years experience as a team lead or supervisor in a unionized environment preferred.

OTHER SKILLS AND ASSETS:

- Good working knowledge of automotive and heavy truck parts
- Ability to understand and document procedures (SOPs) in English language
- Knowledge of Health & Safety (i.e. WHMIS) regulations and other applicable legislation an asset (i.e. Highway Traffic Act)
- Ability to use PC, Microsoft Office

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.

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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