



Niagara Transit Commission is an equal opportunity employer committed to inclusive, barrier-free recruitment, selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the hiring process. Please advise the Commission to ensure your accessibility needs will be accommodated throughout the process.

## Niagara Transit Commission is hiring:

### *Fleet Supervisor Position*

Department	Fleet and Facilities
Status – Type of Vacancy	Full-Time Permanent
Wage/ Salary	\$83,550 - \$98,290
Date Posted	Monday, September 9, 2024
Date Closing	Monday, September 23, 2024

If you would like to join our team, please start by submitting our online application, that can be found at [Employment Opportunities - Niagara Region Transit \(nrtransit.ca\)](https://nrtransit.ca), with a resume no later than **Monday, September 23, 2024 by 4:00pm**. To be considered, please ensure you attach a resume with the completed application.

We thank all candidates for their interest, however only those candidates selected for an interview will be contacted.

Thank you for your interest,  
**Niagara Transit Commission**

## Job Title

# Fleet Supervisor

### Job Summary:

Reporting to the Fleet Manager, the Supervisor, Fleet Maintenance is responsible for supervising the effective and efficient maintenance activities at the Transit Garages within their assigned service area in order to ensure fleet vehicles remain safe and well maintained for operational assignment. The Supervisor, Fleet Maintenance plans, organizes, directs, and oversees maintenance functions of the transit and facility maintenance division; formulates policies, establishes objectives and assures implementation for the Niagara's transit system, including conventional transit and specialized transit for persons with disabilities. The Supervisor, Fleet Maintenance will be focused on vehicle safety, customer service and adherence to health and safety legislation, providing effective management and front-line leadership for the fleet and facility maintenance team, monitor and analyze maintenance team performance, assist in the development and delivery of related training programs, and administer the problem resolution processes while endeavoring to maintain positive labour relations. The Supervisor, Fleet Maintenance will also play a key role in strategic departmental planning, accident and issue investigation, and selection/disciplinary processes.

### Education:

- Secondary School Diploma or equivalent
- Completion of an accredited apprenticeship and will possess a 310T Vehicle Repair Certificate

### Knowledge/ Skills:

- 5 years progressive leadership experience in a unionized fleet and facility maintenance environment, preferably in a municipal transit system
- Minimum 1-year supervisory experience
- Meet all legislated standards governing the issuance of a Class "BZ" or "CZ" License for Bus Operator
- Proven knowledge of regulations and controls and their appropriate implementation/usage with respect to mechanic workshop, grounds
- Thorough knowledge of current and working governmental acts, guidelines and codes with respect to air quality (smog, pollution), hazardous materials and other environmental regulations.

- Knowledge of the Ontario Health & Safety Act including thorough knowledge of WHMIS (Workplace Hazardous Materials Information System) regulations.
- Knowledge of Ministry of Transportation regulations due to vehicle usage.
- Knowledge of Microsoft Office Suite

## Responsibilities:

Directs the maintenance activities of the fleet and facilities of the Niagara Transit Commission, ensuring all Provincial Regulations and Compliance Criteria are met and compliance with the provisions of the Occupational Health and Safety Act, Commercial Vehicle Operator's Registration (CVOR) and Highway Traffic Act Reg 611)

- Maintains control, oversight and coordination of the delivery of Niagara Transit maintenance services; ensuring quality and effectiveness in compliance with all pertinent Acts, Regulations, policies and procedures.
- Ensures all activities connected with the replacement, maintenance, repair and assignment of vehicles in the Transit Commission Fleet, including the daily servicing and fueling operations are carried out in a compliant, effective and efficient manner.
- Inspects and monitors fleet, facilities and passenger amenities maintenance activities on a regular basis to ensure safe and efficient work practices, and assets are maintained in a good state of repair.
- Administers the vehicle repair, MTO Safety Inspections, preventive maintenance, and facility maintenance activities are properly reported in the maintenance management system, including the issuing of work orders, the approval of work orders and the closing of work orders while ensuring the satisfactory completion of the work or repairs.
- Manages and oversees the employees responsible for the delivery of maintenance activities
- Assists with the ongoing development, implementation and maintenance of the CMMS within the Fleet & Facility Maintenance division.
- Prepares maintenance manuals and Standard Operating Procedures for assigned area, keeping abreast of information specified in manufacturers' manuals regarding maintenance of the equipment and facilities.
- Identifies opportunities for improving operations and services delivered, ensuring alignment with Division priorities, and developing and presenting recommendations.
- Co-ordinates and administers all required reports, warranty, service, maintenance, and safety programs for all Transit Commission facilities and on-street amenities.
- Coordinates work schedules for the Fleet maintenance employees, this includes repairs to bus washer, bus vacuum, hoists, air compressors, doors, lighting and facility HVAC Systems
- Participates in the development of new policies and procedures or changes to existing policies related to Fleet and Facility maintenance operations and facilities.
- Coordinates the repair and maintenance of bus stops, bus shelters and street furniture
- Identifies opportunities for improving operations and services delivered, ensuring alignment with Division priorities, and developing and presenting recommendations.
- *Under the general supervision of the Manager, responsible to administer annual and multi-year Capital and Operating budgets for which they are delegated authority*

- Administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures.
- Provides input to the Manager for the Capital and Operating budgets. Advises the Manager of any budget issues or recommendations throughout the year with respect to controlling costs
- Liaises with suppliers with concerns on items or improvements to the product

*Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results.*

- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities
- Ensures compliance with Transit Commission Human Resources policies and procedures and provisions of the union contract including recruitment, grievances and labour relations issues.
- Ensures alignment and coordination of activity and quality of output between teams under their direction
- Ensures focus is public safety, service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

*Perform other related duties and responsibilities as assigned or required.*

### **Special Requirements:**

- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Transit Commission for business reasons.
- May be required to support emergency operations under the incident management structure, at the direction of the Emergency Operations Centre Director
- Transit Commission staff strive to enable the strategic priorities of the Commission and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.