

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSIT DIVISION - LOCATION – MOUNTAIN TRANSIT CENTRE - 2200 HIGHWAY 6)

MANAGER, TRANSIT FLEET MAINTENANCE

Summary of Duties

Reporting to the Director of Transit, the Manager of Transit Fleet Maintenance, will contribute to a dynamic team of professionals and be responsible for all aspects of the Transit fleet maintenance program, safety, policy & legislative requirements, maintenance planning & training, general repair, major repair, electronics, equipment maintenance, parts and inventory, component rebuild, service & fuel, assists with; commodity, vehicle & equipment acquisition and disposal.

General Duties

Manages and directs a large staff including supervision, foreman, mechanics, service line and inventory control employees to ensure that the Fleet Section is properly staffed and serviced.

Ensures Fleet Section compliance with all relevant Acts, Legislation and Corporate policy.

Prepares the annual Operating Budget of approximately \$35 million.

Prepares the annual Capital Budget for vehicles and equipment of approximately \$12 million.

Participates in the overall strategic planning and direction of the Transit Division as a member of the Division's Senior Management Team. Prepares the Fleet Section's component of the Transit Division's annual Business Plan.

Promotes a customer service oriented and team work culture and focus within the Transit Fleet section and maintain positive relationships with customers or client groups.

Using a best practices approach to develop and deliver quality service in a timely and cost-effective manner, is accountable for establishing and achieving Sectional and Departmental goals and objectives through effective and efficient use of all resources.

Establish report and evaluate on the section's key performance indicators (KPI's), including safety, productivity, quality of service, and staff performance against internal and external benchmarks.

Thinks creatively with a passion for and knowledge of business process management and continuous improvement. Interviews, hires, appraises and disciplines Maintenance staff appropriately in a consistent and clearly documented manner.

Represents the Division at grievance meetings and arbitration hearings involving unionized employees.

Prepare and present reports to the Director, Transit, the Transit Senior Management Team and to Council and Committees.

Directs staff in the administration of Council policies and collective agreements.

Perform such duties from time to time, as may be assigned, which are directly related to the normal job function.

Qualifications

1. Proven knowledge of the practices and theories of fleet maintenance management normally acquired by obtaining a diploma or degree in mechanical or automotive engineering or a related discipline and/or an equivalent combination of education and work-related experience.
2. At time of application, must possess a current and valid 310T Truck and Coach Licence.
3. Extensive progressively responsible management experience preferably in a municipal unionized environment.
4. Demonstrated financial management skills developing, implementing and monitoring budgets.
5. Highly developed analytical and planning skills with a proven track record for long-term visioning strategic planning.
6. Demonstrated accomplishments and/or continuing education and training contributing to a career plan of advancement to a senior management role.
7. Thorough knowledge of Acts, Regulations & Policies that have direct implication on the Section and the ability to interpret related Acts and Regulations: Occupational Health & Safety Act, Labour Relations Act, Human Rights Code, Commercial Vehicle Operator Regulations, Workplace Safety & Insurance Board Act, Highway Traffic Act.
8. Demonstrated knowledge of collective bargaining process and experience in effective application of collective agreements.
9. Demonstrated diplomacy when dealing with internal staff, union members, members of the public, community groups, other agencies and elected officials.
10. Exceptional oral and written communication skills including relationship building, negotiation, conflict resolution and group interaction.
11. Must possess intermediate level knowledge of Microsoft Office applications.
12. Excellent Fleet Maintenance Management Information System software applications experience preferred (MMIS).
13. Experience in contract administration of service delivery contracts preferred.
14. Project management experience preferred.
15. Previous experience in training and development an asset.
16. Valid driver's licence with a clean Drivers abstract.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND
PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH & SAFETY
POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**