

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

TRANSIT DIVISION, FLEET MAINTENANCE – LOCATION – 2200 UPPER JAMES ST., MOUNT HOPE)

SERVICE LINE FOREPERSON– ATU 107

SUMMARY OF DUTIES

Under the direction of a Transit Fleet Maintenance Superintendent, the Foreperson will work with front line staff and be responsible for their work performance, safety standards and compliance.

GENERAL DUTIES

Prepare Fuel sheets for daily work in correlation with operational requirements.

Prepare service line for nightly operations. This includes turning on wash racks, inspecting fluid levels for the following, windshield washer, wash rack soap, steam clean soap as well as all interior clean area tools and chemicals.

Prepares vaults and for fare box removals, and ensure vaults are locked at end of shift.

Ensure all Service Line equipment is safe and in working order.

Performs plant inspections and complete documents as required.

Co-ordinates bus parking for bus allocations.

Works collaboratively with other departments to arrange/prepare buses for next days service requirements.

Delegates work assignments and maintenance specific projects to all Service Line employees.
Performs administrative work i.e. answer e-mails, reports and scheduling as required.

Maintains daily records electronically for attendance, reports etc.

Organizes daily work logs and hours worked for casuals each week

Provides schedules of work electronically to casual employees at least one week in advance and confirms availability.

Ensures that work is performed satisfactorily, with quality and quantity to achieve optimal standards.

Makes recommendations to improve maintenance / service requirements.

Ensures compliance with Provincial / Company / Division rules, regulations, procedures, policies and safe working practices. Records and reports details of any variances to the Fleet Maintenance Superintendent.

Conducts employee evaluations as required.

Attends meetings, training courses, etc. as required.

Performs other duties as assigned which are directly related to the responsibilities of the position.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety

QUALIFICATIONS

1. Secondary school courses in related technical areas and / or extensive demonstrated technical knowledge of transit vehicle maintenance an asset.
2. Extensive knowledge and understanding of the following:
 - Workplace Hazardous Materials Information System legislation.
 - Occupational Health & Safety Act and Regulations for Industrial Establishments.
 - Ontario Human Rights Code
 - Motor Vehicle Safety Standards
 - Employment Standards Act
3. Must be able to acquire and maintain First Aid and CPR certification.
4. Ability to work effectively with employees in all departments.
5. Previous demonstrated experience with fleet vehicle maintenance normally acquired through a combination of education and relevant work experience.
6. Must be capable of working day, evening, night and weekend shifts.
7. Must be able to obtain and maintain a valid Ontario Driver's Licence Class "C" with a "Z" endorsement.
8. Experience and / or supervisory training is an asset.
9. Working knowledge of software applications such as MS Office including Word, Excel, Outlook, Trapeze and Avantis Asset Management.

THIS POSITION REQUIRES A VALID CLASS "C" DRIVER'S LICENCE WITH A "Z" ENDORSEMENT AND PROOF THEREOF IS REQUIRED AFTER HIRE.