

**CITY OF HAMILTON****PUBLIC WORKS DEPARTMENT****(TRANSIT DIVISION – MOUNTAIN TRANSIT CENTRE – LOCATION – 2200 UPPER JAMES ST., MOUNT HOPE)****GENERAL REPAIRS FOREPERSON (VARIOUS SHIFTS) – ATU 107****SUMMARY OF DUTIES**

Under the general supervision of the Superintendent, Transit Vehicle Maintenance, the General Repair Shift Foreperson is responsible for the control and safety of the General Repair Department within the Transit Division (Transit Fleet Maintenance section), as well as maintaining a cohesive relationship with other work groups in order to achieve the high standards and objectives of the Division. The General Repair Foreperson provides front line leadership and administration to the shop.

**GENERAL DUTIES**

Plans, schedules, assigns and directs the quality and quantity of work performed to achieve optimal standards.

Maintains maintenance schedules, as per OEM, MTO and other recommended guidelines

Ensures that satisfactory quality and quantity of work is performed to achieve optimal standards.

Initiates and closes work orders in a computerized Fleet Maintenance System.

Makes recommendations to improve vehicle maintenance/service.

Demonstrates and promotes employee safety.

Ensures compliance with Provincial/Company/Division rules, regulations, procedures, policies and safe working practices.

Records and reports details of any variances to the immediate Vehicle Maintenance Superintendent.

Collects, completes, verifies and forwards information such as maintenance schedules, time sheets, vacation schedules, accident reports, etc.

Contacts and coordinates with outside service providers for equipment repairs and shop services as required.

Inputs and retrieves computer data using various software.

Provides information/direction for modifications, projects, estimates, etc., as required.

Performs repair/service work on an as required, when time is available basis.

Attends meetings, training courses, etc. as required.

Assists Vehicle Maintenance Superintendent 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. Must own and maintain a valid 310T, Truck and Coach Technician Trade Licence.
2. Post secondary school courses in related technical areas and/or extensive demonstrated technical knowledge of transit vehicle maintenance an asset.
3. Knowledge and understanding of the following:
  - Workplace Hazardous Materials Information System legislation.(WHMIS)
  - Occupational Health & Safety Act and Regulations for Industrial Establishments.
  - Ontario Human Rights Code
  - Motor Vehicle Safety Standards
4. Must be able to obtain and maintain First Aid / CPR certification.
5. Ability to motivate, work effectively and lead employees in the work group.
6. Previous demonstrated experience with fleet vehicle maintenance normally acquired through a combination of education and relevant work experience.
7. Must be capable of working day, evening, night or weekend shifts.
8. Must be able to obtain and maintain a valid Ontario Driver's Licence Class "C" with a "Z" endorsement.
9. Experience and/or Supervisory training is an asset.
10. Computer skills relating to Microsoft Office and other software an asset