

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(TRANSIT DIVISION – TRANSIT FLEET MAINTENANCE – LOCATION – MOUNTAIN TRANSIT CENTRE, 2200 UPPER JAMES ST.)

### MAJOR REPAIRS FOREPERSON – ATU 107

#### SUMMARY OF DUTIES

Under the general supervision of the Supervisor, is responsible for the control and safety of the Major Repair Shop 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 Major Repair *Foreperson* provides front line leadership and administration to the shop.

#### GENERAL DUTIES

Plan, schedule, assign and direct the quality and quantity of work performed to achieve optimal standards.

Co-ordinate repair time requirements, service requirements, manpower and scheduling.

Establish efficient and cost effective work methods and repair procedures.

Analyze procedures and data and make recommendations to prevent failure and to improve maintenance *of Transit vehicles and fleet equipment*.

Prepare estimates for repairs, modifications, projects, etc.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Ensure compliance with Provincial/City/Division rules, regulations, procedures, policies and safe working practices.

Record and report details of any variances to the immediate Supervisor.

Collect, complete, verify and forward information such as time sheets, vacation schedules, accident reports, etc.

*Contact and co ordinate with outside service providers for equipment repairs and shop services as required.*

*Maintain and monitor information for records such as vehicle/equipment repair and inspection reports, repairs, etc.*

Perform repair/service work on an as required, time available basis.

Attend meetings, training courses, etc. as required.

Assist the Vehicle Maintenance Supervisor as required.

**NOTE:** The duties and relationships outlined in this description are intended to cover only the significant responsibilities. Other duties which are related to the Fleet Services Division functions may be assigned from time to time by the Supervisor.

#### QUALIFICATIONS

**Job Description NO: 994**

1. Must have and maintain a 310T, Truck and Coach Technician Licence.
2. Extensive demonstrated technical knowledge, experience and training in heavy vehicle (bus, truck) drive train and power train rebuilding and repair.
3. Extensive knowledge and understanding of the following:
  - W.H.M.I.S. legislation
  - Occupational Health & Safety Act and Regulations for Industrial Establishments
  - Ontario Human Rights Code
4. Must be willing and able to obtain and maintain First Aid and CPR certification.
5. Ability to motivate, work effectively and lead employees in the work group.
6. Successful completion of a supervisory training program and/or demonstrated supervisory experience a definite asset.
7. Must be able to obtain and maintain a valid Ontario Driver's License Class "C" with "Z" endorsement.