

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSIT DIVISION - FLEET MAINTENANCE – LOCATION – 2200 UPPER JAMES ST)

SUPERINTENDENT, TRANSIT MAINTENANCE CAPITAL PLANNING AND CONTRACTS

Summary of Duties

Reporting to the Manager, Fleet Maintenance, the Superintendent, Capital Planning and Contracts provides leadership and supervision in providing technical and support services to the Transit Fleet Maintenance program including all aspects of fleet asset management, life cycle costing, legislative requirements and compliance standards, acquisition, commissioning, and decommissioning, vehicle reserve management and forecasting of additional and replacement vehicles.

Ensuring that fleet services are provided in accordance with the City and Provincial guidelines, and within the collective bargaining agreement with minimal disruption to the clients and the public and be in the most effective and efficient manner consistent with the City of Hamilton mission and vision guidelines.

The incumbent will also oversee the issuance of all service and parts contracts in support of the operational needs of the Transit Maintenance Department.

General Duties

Develop alternative strategies for vehicle and equipment purchases with regard to financial prerequisites.

Develop and modify procedures for vehicle acquisitions and approvals based on a set of criteria that ensures optimum asset specifications at a financially responsible cost.

Analyze fleet statistics, utilization, life cycle costing, benchmarking, and maintenance records to develop fleet replacement, disposals and budgets.

Develop strategies to standardize fleet where possible and reduce procurement lead times.

Manage specifications, tender, inspection, award and commissioning and decommissioning process.

Direct supporting staff in your department as required.

Establish report and evaluate on the section's key performance indicators (KPI's), including productivity, quality of service and staff performance against internal and external benchmarks. Design and implement procedures to improve effectiveness and efficiency

Possess a demonstrated record of strong effective guidance, sensational customer service, and innovation, creativity and team advocacy.

Accountable for achieving the Division's goal of delivering quality services in a timely and cost-effective manner through the effective and efficient use of staff and material resources.

Ensure that vehicle and equipment selection is in compliance with the corporate Policy and GHG reduction targets.

Responsible for fleet asset management, capital forecasting, reserve management, life cycle costing, records management. System data integrity, new vehicle record keeping, asset disposal information and condition assessments.

Maintain strong industry relationships to support research and development, best management practices, vehicle design and specifications.

Maintain a strong relationship with the City Procurement and Legal Divisions.

Qualifications

1. Customer focused, with effective organizational skills to execute and deliver plans and commitments on time and on budget.
2. Strong analytical and problem solving skills with the ability to determine root cause and prevent future occurrences.
3. Strong leadership and coaching skills with the ability to influence and manage change both with direct and indirect employees.
4. Ability to report on/support Key Performance Indicators (KPI's) of the business
5. Proven experience and knowledge in finance, cost analysis, budget development and Generally Accepted Accounting Principles (GAAP)
6. Experience and knowledge in municipal Procurement and contract law with clear understanding of strategies and methodologies to procure goods and services, manufacturing theories practices and trends and supply chain management concepts. Concepts normally acquired by obtaining a Procurement related designation through NIGP or SCMA.
7. Strategic thinker who understands the long term and short term implications and can put plans into action to successfully achieve goals and targets.
8. Technical expertise related to vehicle/equipment maintenance, repairs, acquisition and specifications.
9. Ability to use Microsoft Office Suite (Excel, PowerPoint, Word, Visio) and Transit related software for preparing cost analysis and business cases.
10. Thorough knowledge and understanding of Ministry of Transportation and other provincial ministry statutes, regulations and by-laws effective fleet management, operations and maintenance.
11. Must hold a valid Ontario Driver's Licence, Class "G"