



## POSITION VACANCY

Call Number:	<b>2019-05</b>
Position:	<b>Maintenance Shift Supervisor Transit Services</b>
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Varies includes evenings and weekends (40 hour work week)
Salary Range:	\$77,954 to \$97,442
Date Posted:	January 17, 2019
<b>Closing Date:</b>	<b>February 15, 2019 at 4:30 pm</b>

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (Select 'Careers and Employment' icon). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, February 15, 2019**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Jason MacLean  
Manager of Training, Development & Client Services  
Human Resources

Attachment

## **CITY OF NIAGARA FALLS**

### **POSITION DESCRIPTION Transportation Services**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Transit Maintenance Shift Supervisor

**POSITION SUMMARY:** Provides direct supervision to the Maintenance staff, assigns and prioritizes work functions, schedules, ensures the timely and high-quality repair, vehicle inspection, repair, fuelling and servicing, and cleaning operation of rolling stock and adherence to preventive maintenance programs.

**DIVISION:** Transit Services

**RESPONSIBLE TO:** Manager of Transit Fleet & Facility

**SUPERVISES:** Mechanics (9), Service Persons (5), Bus Cleaners (2) and Storekeeper

**RESPONSIBLE FOR:**

1. Supervises, schedules, and assigns work to Maintenance staff including emergency and preventative maintenance activities. Completes performance evaluations, disciplines when necessary and ensures that training for all Staff is being provided.
2. Inspects transit vehicles needing repair, arranges for scheduled and routine maintenance, tracks warranty work determines types of repair needed, estimates time of completion, and road tests vehicles. Inspects vehicles for cleanliness, and orders corrective maintenance as needed.
3. Assign personnel and equipment according to priorities; schedules maintenance of Transit vehicles and prepares work orders.
4. Submits written reports of all work completed on shift, and status of jobs not completed.
5. Ensure that appropriate parts are ordered and stocked in sufficient quantity to ensure timely repair.
6. Communicates with the Operations Supervisors and/or Dispatchers throughout the shift in order to fill runs as well as consulting with Bus Operators to get information regarding defects. Reviews defect cards and road call sheets in order to eliminate road calls.
7. Monitors the attendance of assigned staff, and approves daily timekeeping.
8. Ensures assigned staff complies with all safety requirements, corporate and Provincial policy and procedures.

9. Monitors the work environment to ensure tools, parts and materials are properly treated, stored or disposed of and that cores and warranty or repairable parts are returned to the Stockroom.
10. Responds to accident scenes to investigate bus and part failures.

**POSITION REQUIREMENTS:**

Minimum High School Diploma

Must possess valid 310T - Truck and Coach license from the Ontario College of Trades.

At least five (5) years of experience in Fleet management.

Basic knowledge of shop management practices, preventative maintenance theory, Ministry of Transportation, Ministry of Environment and Ministry of Labour legislated requirements and the Health and Safety Act.

Must have a valid Ontario driver's license ("C" class license and a "Z" endorsement is preferred) along with an acceptable driving record.

Intermediate level of proficiency in computerized fleet maintenance and inventory management system or equivalent; and current software for spreadsheets, word processing, and databases.

Demonstrated communication and customer service skills.

Created: October 17, 2014

Revised: March 13, 2017