

Fleet Supervisor – Halifax Transit

Halifax Regional Municipality is inviting applications for a full time permanent position of **Fleet Supervisor** with Halifax Transit. We encourage applications from qualified African Nova Scotians, racially visible persons, women in non-traditional positions, persons with disabilities and Aboriginal persons. HRM encourages applicants to self-identify.

Under the general direction of the Superintendent of Bus Maintenance, the Fleet Supervisor, provides expert advice and support in the operation, maintenance and servicing of Halifax Transit's fleet which consists of over 340 vehicles comprised of: 40 and 60ft conventional buses; 30ft community buses and cut-away Access-A-Buses. The department is responsible for the daily maintenance and servicing of a diverse fleet of vehicles which includes but is not limited to the execution of preventative maintenance and warranty programs; major component/ mid-life rebuilds; repair and maintenance of equipment and components; vehicle compliance as legislated under Motor Carrier Act as well as transit facility and equipment maintenance.

The Fleet Supervisor (FS) is responsible for the supervision of maintenance personnel and for the efficient and effective daily operation of the maintenance garage in order to ensure that the daily service quota is met for the commuting public. In order to meet the daily challenges of this dynamic environment the Fleet Supervisor will work with other Supervisors, the Fleet Controller, vendors, contractors, Halifax Transit Operations and Provincial Inspectors in the areas of: scheduling of work/inspections, allocation of equipment, parts acquisitions as well as life cycle decisions such as vehicle acquisition and disposal.

This is a repost, if you applied for the original competition, you do not need to reapply, your application has already been considered

DUTIES AND RESPONSIBILITIES:

- Leadership
- Responsible for further training, skills development, and performance assessment, (mechanics, apprentices, hostlers and hostler repairpersons);

- Responsible for the development and administration of Preventative Maintenance Program, repair and warranty programs related to equipment, components and parts;
- Balances workload in a rapidly changing environment and sets priorities on the delivery of services and ensures service level standards are met;
- Assists support staff in setting work schedule priorities to ensure maintenance and repairs are completed in a timely fashion;
- Challenges the status quo and champions new initiatives. Ensures personnel have a clear understanding of their roles and responsibilities.

Performance Management

- Subject matter expert that remains abreast of changes in equipment, diagnostics, components and parts and is able to guide, assist and develop employees;
- Responsible for distributing and evaluating the work of apprentices and assisting them in achieving their Class A mechanic license through the completion of development plans and the establishment of performance objectives;
- Directs, assigns and monitors the work of staff;
- Interprets and applies the collective agreement;
- This position is responsible for addressing grievances and may be called upon to participate in the arbitration process.

Service Delivery

- This position is responsible for addressing grievances and may be called upon to participate in the arbitration process.
- Responsible for balancing workload and meeting service quota in a rapidly changing environment;
- Responsible for ensuring all internal building equipment and equipment associated with fueling of the vehicles is in good working order;
- Provides frequent communications to Operations on status of equipment;
- Responsible for the administration of obligations under OH&S: conducts inspections, coaches and informs, develops and reviews standard operating procedures, takes action in the event of incidents;

- Subject matter expert with respect to Motor Carrier Act, NS Motor Vehicle Act and Canadian Motor Vehicle Safety Act; responsible for ensuring vehicles are maintained and repaired according to legislation.

QUALIFICATIONS

Education & Experience

- Completion of Grade 12
- Must possess a valid N.S. driver's license in good standing;
- Must possess a valid N.S. Trade Certificate in either Bus and Transport (310T);
- Three (3) years' experience in the repair of equipment in a fleet environment.
- Capable of demonstrating leadership skills and have the ability to organize assigned work.
- Knowledge and understanding of OH&S, NS MVA, CMVSA and NS Motor Carrier Act

Technical/Job Specific Knowledge and Abilities

- Ability to make decisions relative to urgency, importance and public scrutiny
- Ability to work as a team leader or team member in a diverse environment
- Demonstrated organizational, supervisory, and administrative abilities
- Demonstrated interpersonal skills
- Strong oral and verbal skills
- Ability to prioritize and co-ordinate a multitude of tasks
- Must have good background and knowledge of all aspects of fleet operation, covering welding hydraulics, body repair and mechanical repairs.
- Must have a full understanding of Preventative Maintenance processes
- Familiarity with computers and a computerized work order system
- Must be motivated and ready to accept day to day challenges

Security Clearance Requirements: Criminal Records Check and Driver's Abstract

Competencies:

Analytical Thinking, Communication, Customer Service, Decision Making, Developing Others, Organizational Awareness, Organization and Planning, Teamwork and Cooperation, Valuing Diversity

PLEASE NOTE: Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

WORK STATUS: Full Time

HOURS OF WORK: Sunday - Thursday 7:00pm-3:00am. Must work holidays that fall on regularly scheduled shifts

SALARY: M1 of the non-union salary range - \$55,000 to \$74,200 per annum. Salary will be commensurate with experience.

WORK LOCATION: Burnside Transit Center (200 Ilsley Avenue) or Ragged Lake Transit Centre (80 Grassy Lake Drive). Will be noted at time of posting.

Please note: We thank all applicants for their interest in this position. Only those applicants selected for an interview/ testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

Qualified HRM retirees may also be considered for competitions. In these circumstances, a form of employment may be offered, including term and/or contract employment.