

Body Shop Supervisor

Utility Services Department

Saskatoon Transit

Posting No. 538(222)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Supervises body shop and assigned Access Transit maintenance staff, including shift supervisors, responsible for the maintenance, cleaning and repair of transit vehicles and associated equipment and passenger amenities.
2. Provides advice to the Maintenance Manager regarding the formulation of long-term work programs and objectives. Assists with directing work objectives and other related programs.
3. Assists with the development of scheduling, writing, and implementing policy and procedures.
4. Plans, develops and maintains daily work schedules in accordance with the maintenance routines and programs.
5. Directs body shop, Access Transit maintenance, and utility staff in the proper and safe handling and operating procedures of shop equipment, tools and related materials and chemicals.
6. Assists with the long-term strategies regarding the replacement and procurement of transit vehicles, shop equipment and tools.
7. Provides input and advice regarding the development of tender specifications for transit vehicles, shop equipment and tools.
8. Assists with the coordination, enhancement, planning and delivery of skills upgrading and training programs for maintenance staff. Conducts research, plans, organizes and implements training programs to improve safety, performance and efficiency of body shop, Access Transit maintenance, and utility operations.
9. Ensures the full and proper recording of all related maintenance and legal records, including work orders, overhauls, repairs, vehicle changeovers, inspections, supervisor's reports, manpower, tools, and equipment logs.
10. Provides verbal and written reports on the progress of maintenance and body shop activities, building repairs, shop equipment, and tools.
11. Communicates with insurance agents, Saskatchewan Government Insurance (SGI) and highway traffic board representatives regarding accident claims for damaged buses.
12. Participates in all aspects of recruiting and selecting body shop, Access Transit maintenance and utility staff.
13. Assists with budget preparation and administration.
14. Directs and assigns bus shelter and bus terminal maintenance and repair.
15. Performs other related duties as assigned.

QUALIFICATIONS:

- Grade 12 education.
- Possession of a valid Saskatchewan Journeyman Body Repair or Journeyman Mechanic certificate.
- Seven to nine years' applicable trade experience related to maintenance work on a transit fleet, including supervisory experience.
- Possession of a valid Saskatchewan Class 5A Driver's Licence.
- Considerable knowledge of methods, procedures, equipment and materials used in transit vehicle repair and maintenance.
- Ability to train and develop maintenance staff and to make efficient use of equipment.
- Ability to communicate effectively orally and in writing.
- Ability to deal courteously and effectively with subordinates, civic employees, the public and suppliers.
- Physical ability to perform the assigned duties.

SALARY:

\$66,194 to \$77,856 per annum.

For further information regarding this position, contact Human Resources.

Applications are to be received in Human Resources (City Hall) by 5:00 p.m. on Wednesday, October 24, 2012.

2012/10/16