



POSTING

Supervisor of Public Transportation & Fleet
Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? *Loyalist Township is committed to developing leaders who are passionate about making a difference. Environment sustainability is a big part of our focus as we plan for extensive community growth. We support leaders to grow their strengths in managing others. And together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to each other is what we do.*

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You Offer Loyalist as a Skilled Leader? *You bring a positive approach to challenges with a can-do attitude. You inspire trust and genuinely want the best for people: both inside the organization and in the community we serve. You bring experience and technical expertise in public transportation and fleet management. You want to grow and develop as a leader of others. You strive every day to provide your best in service to our community.*

This role is not for everyone, but if it sounds like it is for you, let us know: apply today!

File No: 2021-09 Supervisor of Public Transportation & Fleet
Hours: 40 per week
Salary: \$86,944 - \$100,235 Annually (\$41.80 - \$48.19/hr)
Closing: April 12, 2021, 4:00 p.m.

VISIT OUR WEBSITE: www.loyalist.ca or hit the button below to apply!

[APPLY NOW!](#)



JOB DESCRIPTION

POSITION TITLE: PUBLIC TRANSPORTATION & FLEET SUPERVISOR

REPORTS TO: MANAGER, PUBLIC WORKS

CATEGORY: PERMANENT FULL-TIME MANAGEMENT

UPDATED: NEW POSITION, MARCH 2021

POSITION SUMMARY:

This position contributes to the achievement of our Strategic Plan by ensuring the provision of safe, reliable, and efficient transportation for the travelling public on the Amherst Island Ferry and the contracted transit services. It also ensures an effective Corporate Fleet Services Program is in place. The Public Transportation & Fleet Supervisor oversees the daily operations of the Amherst Island Ferry Service and ensures the proper execution of contracted transit services, as well as corporate fleet operations. The Public Transportation & Fleet Supervisor is also responsible for the development, implementation, maintenance and continual improvement of the Fleet Services Program and oversees the operations of the Township's in-house garage.

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE

- Successful completion of post-secondary education in Business or Public Administration, or related field of study.
- Minimum five years' experience in public transportation and/or fleet management or related municipal experience with two years of supervisory experience, preferably in a unionized environment.
- Experience working with and applying a solid understanding of transportation, accessibility, labour, and health and safety legislation and regulations.
- Experience with analyzing and solving complex problem, with the ability to make sound and timely decisions often in high-pressure situations.
- Experience with formal procurement processes such as Bid and Tenders.
- Previous experience in asset management, project management, automotive/truck and/or ferry service, specification writing, and working with related Acts and Regulations is an asset.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).

- Required to possess and maintain valid Class “G” driver’s license, with a clean driving record and access to personal vehicle for business use. A DZ driver’s license is an asset but not an essential requirement.
- Additional education in the field of asset management and/or a Certified Public Fleet Professional (CPFP) is an asset but not an essential requirement.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to fully engage and motivate; manage and direct; and retain a workforce of union employees through implementation of sound talent management practices; ability to build strong, effective teams and a positive, productive work environment.
- Knowledge of Fleet Operations, systems and service delivery standards, with skills and knowledge that demonstrate mechanical aptitude.
- Knowledge of acts, regulations, and rules governing ferry service operations and operations of public passenger vehicles is an asset.
- Strong interpersonal skills with the ability to build trust and cooperation through active listening, and ability to deal with conflicting views with tact and diplomacy, and conflict resolution and de-escalation skills.
- Excellent verbal and written communication, with the ability to be professional, concise, and accurate.
- Computer proficiency in a variety of applications including Microsoft Office, web and cloud-based software, and the ability to learn new software programs
- Strong customer service mindset and with the ability to role model both internal and external customer service standards.
- Demonstrated flexibility and organizational skills to meet deadlines, in a work environment where urgent matters will interfere with other demands.
- Self-motivated with the ability to work with minimal direction in a collaborative team environment and a demonstrated commitment to continuing education.
- Working knowledge of the Province’s Asset Management Reg. 588/17 would be considered an asset.

KEY RESPONSIBILITIES:

Front Line Supervision

In conjunction with the Manager, Ferry Captains and with Human Resources support talent management processes for the assigned teams, which includes the Ferry Captains, the Ferry Clerk, and the Mechanic/Operators. This includes:

- Assign work (and equipment when required) and ensure timesheets are accurate, approved and submitted.
- Maintain up-to-date job descriptions.

- Assist with hiring and orientation of new employees.
- Frequently engage in two-way communication staff about Divisional plans, priorities, and objectives, linking them to the Strategic Plan, ensuring staff understand how they make a difference for the Township.
- Ensure the performance management process is continual, by providing frequent caring, positive and constructive feedback to staff, focusing on strengths and opportunities for development, completing the performance dialogue process.
- When necessary address performance improvement requirements in a timely and consistent manner and working with the Manager and HR to undertake progressive discipline where required.
- Ensure attendance is managed, working with the Manager and HR to address concerns, and support staff who have accommodation needs, while also addressing culpable problems, such as lateness, consistently.
- Perform employee relations duties to address complaints, and work with union partners as needed to collaborate on problem-solving and be prepared to participate with HR in the grievance process by providing facts and documentation.
- Promote a health and safety culture by regularly holding safety talks, ensuring policies and practices are up-to-date and complied with, and ensuring a safe work environment.
- Monitor the training requirements of staff and ensure that appropriate levels of training are maintained and make recommendations for succession development.
- Investigate, with others, all employee/equipment accidents to determine root cause(s) and make recommendations on corrective actions.
- When requested, provide supervision, in the absence of other Supervisors within the Division.

Public Transportation Operations

In conjunction with the Ferry Captains and Transit Contractors:

- Investigate public complaints or enquiries from the travelling public and take appropriate actions to restore good public relations.
- Ensure regular, timely inspections of all Township-owned transportation property/facilities and develop work plans to address deficiencies, prioritized within available resources.
- Provide support and supervision for the Ferry Captains and Ferry Clerk.
- Assist in developing and maintaining the marine safety management system.
- Contribute to the development of public transportation initiatives such as accessible and rural transit, the review and formulation of policies, procedures, and performance standards.

- Make recommendations to the Manager for improvements and revisions to service agreements.

Fleet Operations

- Responsible for the development, implementation, maintenance and continual improvement of the Fleet Services Program, under the direction of the Manager of Public Works.
- Oversees the operations of the Township's in-house garage and provides support and supervision to Mechanics/Operators.
- Schedule inspections and preventative maintenance of Township vehicles and heavy equipment in accordance with Township policies, government regulations and manufacturers' recommended practices.
- Schedule repairs in order of operational priorities and needs, minimizing down time.
- Identify corporate fleet needs in consultation with the Manager and other stakeholders.
- Prepare and maintaining records, reports, and allocation sheets to provide a basis for the analysis of operations in relation to the planned objectives and performance standards.
- Sign purchase orders and requisitions for supplies; check supplies, equipment and material received, and review purchase orders and invoice for the department staff.
- Facilitate sale of surplus equipment in accordance with government regulations and Township policies.

Overall Administration

- Contribute to the budget planning process for public transportation and fleet operations, identifying staffing, materials, and equipment requirements.
- Notify the Manager, in writing, whenever a budgetary expenditure, approved by Council, is not sufficient to complete required objectives.
- Provide expertise and input to the Asset Management Program and ensures services and/or infrastructure are properly represented and accommodated in the Asset Management Program.
- Support the Manager by accurately completing documentation, records, reports, as needed.
- Maintain on-going communication with the Manager and maintain communication with other Township departments, as required.
- Assist the Manager with the preparation of Quotation, Tender or Request for Proposal or other procurement documents as directed.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.