



Supervisor of Transit

Job Posting: 35-2019

Posted: April 4, 2019

Duties	<ul style="list-style-type: none"> • Reporting to the Manager of Transit, the Supervisor of Transit is responsible for the day to day supervision and service delivery of the Transit and Parallel Transit system. • Provides leadership and direction to staff in the discharge of duties, co-ordinates daily/weekly work schedules and monitors operations and service delivery performance of routes in accordance with corporate and legislative requirements/standards. • Analyse statistical data regarding ridership trends and prepare reports with recommendations to the Transit Manager. • Lead and guide the day-to-day departmental administrative functions including, customer contacts, data, records management and payroll activities. • Ensure practices are consistent with Collective Agreement, Standard Corporate Operating procedures, health & safety practices, employment standards and related regulations. • Assist with Transit related projects, as well as liaising with other City departments (road closures etc). • Prepares and distributes correspondence, communications and public notices while maintaining files and reports. • Assist employees in establishment and achievement of annual goals and assists with annual performance reviews. • Monitor daily staff performance and delivery of service, including evening, weekend and holiday operations at the Manager’s discretion. • Comply with all workplace Health and Safety Policies and Procedures including but not limited to: attend and participate in all H&S training and education activities; identify and report all H&S risks, accidents, incidents, injuries and damage and ensure all activities are carried out in a safe manner including the proper use of all assigned personal protective equipment. • Perform other related duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Community College Diploma in a related field (2 year). • Minimum 1-3 years related professional experience. • Valid Driver’s License (Glass G), CZ an asset. • Previous supervisory experience, in a unionized environment, and/or Transportation Operations Background Preferred. • Demonstrated leadership skills and the ability to produce the required results in a

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	transportation operation. <ul style="list-style-type: none"> • Team management skills and the ability to coach effectively. • Proficient computer skills using a variety of Office and Transportation software products • Extensive Knowledge of Ministry of Transportation Regulations, Occupational Health & Safety Act (OHSA) and Ontario Accessibility Regulations (AODA). • Problem Sensitivity/Resolution skills.
Department/Division	Community Services/Transit
Reporting to	Manager of Transit
Annual Salary	\$73,536 - \$86,027 (2018 rate)
Closing Date/Time	Friday April 26, 2019 at 4:30pm

To apply for this position:

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to hr@stratford.ca. Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

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