



N O T I C E

Transit Supervisor

The Corporation of the City of North Bay is inviting applications for the position of Transit Supervisor. Transit Supervisors are responsible for oversight of the day to day operations of the Transit system to ensure a safe and effective service for the community.

Under the direction of the Transit Manager, the Supervisor will share the responsibility for the day/night supervision of the “on-street” operation of Transit, Transit Terminal and the Bus Wash Facility operation. This includes supervision of personnel, safety and risk management, scheduling, route planning and administration, addressing customer complaints and general inquiries, training, and assisting with managing fleet maintenance costs.

Qualifications:

- Relevant Post-Secondary Diploma or a combination of education and a minimum of 5 years transit planning and/or operations experience.
- 5 years’ experience in a supervisory position which includes a minimum of three (3) years’ experience in the Transit System or Bus Transportation Industry
- Demonstrated health and safety experience in the public transportation industry
- Demonstrated leadership skills
- Strong public relations, customer service and interpersonal skills
- Above average organizational, communication and presentation skills
- Demonstrated ability to work with minimum supervision
- Experience in the use of quantitative and qualitative analytical tools
- Demonstrated experience and training in schedule creation, vehicle blocking, and run cutting
- Knowledge of the principles, standards and practices for transit service level monitoring and adjusting
- Knowledge of the O.Reg 191/11 Integrated Accessibility Standards and AODA requirements of transit.
- Knowledge in the use of computers, Microsoft Office and other applicable software tools. Ability to understand computer systems for transit planning, transportation planning software, and database applications
- Valid Ontario Class “B” or “C” License with a “Z” endorsement

The following will be considered an Asset:

- CUTA Courses: Transit Scheduling and Run cutting, Moving People How Transit Works
- Supervisory experience in a unionized environment
- Knowledge of vehicle maintenance procedures
- Experience operating a bus in a municipal transit setting.

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter, in confidence, no later than **4:30 p.m. Wednesday, February 19, 2020**

Email: staffing@cityofnorthbay.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Accommodation will be provided in all parts of the hiring process as required under the City of North Bay’s Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.

An Equal Opportunity Employer