City of Greater Sudbury
Ville du Grand Sudbury

EMPLOYMENT OPPORTUNITY NOTICE
EO16-482 *REVISED

***Revised Duties**

P.O. Box 5000, STN A
200 Brady Street
Sudbury ON P3A 5P3

C.P. 5000, succ. A
200, rue Brady
Sudbury ON P3A 5P3

705.671.2489
705.673.3094 (Fax)

www.greatersudbury.ca
www.grandsudbury.ca

THE CITY OF GREATER SUDBURY

requires a

DIRECTOR OF TRANSIT SERVICES
REPORTING LOCATION: 1160 LORNE STREET

PERMANENT POSITION

START DATE TO FOLLOW SELECTION PROCESS

The Transit Services Division, Assets, Transit and Fleet Services Department of the City of Greater Sudbury, requires a Director of Transit Services. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is $4,402.49 to $5,184.43 bi-weekly (subject to review).

QUALIFICATIONS:

EDUCATION AND TRAINING:

University degree in a related discipline from a recognized University with Canadian accreditation.
Additional education initiatives to update and expand competencies.
Class “BZ” driver’s licence considered an asset.

EXPERIENCE:

Minimum of six (6) years of management experience in large, unionized, and highly diversified public or private sector organizations, including: four (4) years managing a similar function.

KNOWLEDGE OF:

Applicable legislation and related regulations.
Management science methods and best practices.
Current and emerging management issues within CGS as they affect the Division.
Best practices within areas of responsibility.
Horizontal linkages to other relevant governmental levels and services as well as the private sector.

ABILITIES TO:

Understand and meet the needs of customers.
Prepare operating and capital budgets for the Division.
Prepare an effective Business Plan for the Division.
Set and achieve high standards for the Division.
Align systems to facilitate better service for the citizens of CGS.
Create enthusiasm and motivation for employees to pursue CGS’s targets.
Balance conflicting demands from stakeholders.
Anticipate and manage the impact of change on the Division’s activities.
Manage the financial, human and physical resources of the Division in a collaborative manner.
Manage conflict; mediate disputes; assist in reaching consensus.
Respond quickly to emerging opportunities or risks.
Provide a stabilizing influence within the Division.

.../2

EMPLOYMENT OPPORTUNITY EO16-482 *REVISED
DIRECTOR OF TRANSIT SERVICES
(PERMANENT POSITION)

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

LANGUAGE:

Excellent use of English; verbally and in writing.
French verbal skills highly desirable; written skills an asset.

OTHER:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

MAIN FUNCTION: The position is responsible for the complete management, direction and operation of Transit Services, in support of quality customer service outcomes and the Business Plan for the Division.

DUTIES: UNDER THE GENERAL DIRECTION OF THE GENERAL MANAGER OF ASSETS, TRANSIT AND FLEET:

1. Responsible for the preparation and execution of an annual Business Plan covering all mandated services of the Transit Services Division, in concert with the budgeting process. The plan will detail service goals, expected service/performance outputs, resource inputs required to achieve these outputs, and the performance measures used to assess the Division's performance against the goals.
2. As the senior administrator, lead and direct the five (5) major functions and sections of the Division including Sudbury Transit, Handi Transit, Driver Certification and School Guards.
3. Provide direction and over-all co-ordination of activities within the Division. Responsible to:
   - Administer, organize and plan all operations and services in accordance with established policies and in support of innovative high quality services.
   - Provide leadership, supervision and direction to the functional areas of the Division.
   - Effectively market and promote the programs, services and initiatives of the Division, including acting as spokesperson for the Division.
   - Identify alternate sources of funding and resource support, co-ordinate funding applications to senior levels of government and other funding agencies.
   - Co-ordinate with Fleet Services to ensure the safe and efficient operation and maintenance of all Transit vehicles and equipment and the management of the transit fleet replacement cycle.
   - Implement and manage service contracts and agreements with partner agencies and businesses.
   - Ensure compliance with municipal, provincial and federal regulations.
   - Work co-operatively to provide high levels of service to citizens.
   - Act as an advisor to the General Manager, recommend changes to existing services, policies and procedures and implement new policies and procedures as required.
   - Participate in work of related professional and community organizations so as to ensure that the activities of the Division are integrated with those of other municipal departments, senior levels of government, and of related agencies and associations.
   - Review literature, data and best practices in the field proactively and consult with community stakeholders and recognized experts so as to ensure review of the department's performance, adoption of best practices and continuous service improvements.
4. Act as the Recognized Authority Official (RAO) for the City of Greater Sudbury.
5. Develop, implement and manage the Commercial Vehicle Operators' Registration (CVOR) and Driver Certification Program which is responsible for all drivers and vehicles in the City's operation and ensure compliance with CGS policies as well as provincial legislation and regulations.
6. Develop and implement the annual operating and capital budget. Translate the budget and annual Business Plan into Divisional programs and allocate work programs to Section heads.
7. Manage the financial, human and physical resources of the Division in alignment with CGS's vision and values, and in accordance with the annual Business Plan.
8. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
9. Perform other related duties as required.

EMPLOYMENT OPPORTUNITY EO16-482 *REVISED
DIRECTOR OF TRANSIT SERVICES
(PERMANENT POSITION)

LEADERSHIP COMPETENCIES:

Strategic Implementation (III)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Business Acumen	Understand the business implications of opportunities and decisions, and implement successful business strategies to improve organizational performance.	4	Applies broader business metrics
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	4	Formulates a "big picture" understanding of the near-term impact of decisions
Strategic Orientation	Understand the business implications of decisions on one's role, and link daily work to the organization's strategy.	3	Understands external impact on internal strategy
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	4	Enables organizational collaboration
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	4	Uses a long-term perspective; acts as a trusted advisor
Driving for Results	The personal drive to achieve results, and focus one's attention on accomplishing key objectives and positive outcomes for oneself, one's team and the business.	4	Makes cost-benefit analyses
Impact & Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	3	Uses customized influence strategies
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one's own and other organizations.	4	Understands organizational politics
Aligning People & Teams			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	4	Provides in-depth coaching, mentoring or training
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	4	Acts as a credible leader
Enhancing Personal Effectiveness			
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	4	Applies strong personal moral compass to strategic decisions and actions

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs

Qualified candidates should submit their résumé in confidence by **THURSDAY, NOVEMBER 3RD, 2016 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EO16-482 *REVISED)** on your resume.
The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.
Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.
All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.