

EMPLOYMENT OPPORTUNITY NOTICE EO17-082

THE CITY OF GREATER SUDBURY

requires a

SUPERVISOR OF HANDI-TRANSIT SERVICES AND DRIVER CERTIFICATION PROGRAM REPORTING LOCATION: 1160 LORNE STREET

PERMANENT POSITION

START DATE TO FOLLOW SELECTION PROCESS

The Transit Services Division, Community Development Department of the City of Greater Sudbury, requires a Supervisor of Handi-Transit Services and Driver Certification Program. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,007.58 to \$3,540.66 bi-weekly.

QUALIFICATIONS:

EDUCATION AND TRAINING:

- Successful completion of Secondary School (Grade XII) Education.
- Possession of valid Province of Ontario BZ Licence in good standing.
- Successful completion of related Driver Training courses (e.g. Fleet Driver Trainer Certificate, Vehicle Accident Investigation Certificate, Air Brake Instructor's Certification, Defensive Driving Course Instructor's Certificate).

EXPERIENCE:

- Minimum of five (5) years of related experience (e.g. driving instructor, driver's education instructor, trainer, etc).

KNOWLEDGE OF:

- Applicable legislation, related regulations, and *Accessibility for Ontarians with Disabilities Act (AODA)*.
- 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.
- Computers and software such as word processing and computerized spreadsheets considered an asset.

ABILITIES TO:

- Understand and meet the needs of customers/Division.
- Set and achieve high standards for the Division/Corporation.
- 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.
- Respond quickly to emerging opportunities of risks.
- Share power horizontally and vertically.
- Provide a stabilizing influence within the Division/Corporation.

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Sudbury ON P3A 5P3

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www.grandsudbury.ca

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SUPERVISOR OF HANDI-TRANSIT SERVICES AND DRIVER CERTIFICATION PROGRAM
(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 BZ driver's licence, have an acceptable driving record, and personal insurance coverage.

MAIN FUNCTION: Responsible to the Director of Transit Services, the Recognized Authority Official of Ontario's Ministry of Transportation (MTO) for CGS, for the administration and maintenance of the Commercial Vehicle Operator Registration (CVOR) and Driver Certification Program (DCP) offered by CGS for all departments requiring licensed drivers (e.g. Emergency Services Fire Services, Infrastructure Services, Parks Services, Transit Services, etc.). Responsible for administration of the Handi-Transit service provided through a third party service provider.

DUTIES: UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF TRANSIT SERVICES:

1. Assist in the administration of 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.
2. Act as the Signing Authority under the Commercial Vehicle Operator Registration (CVOR) and ensure compliance with legislative requirements as well as CGS policy to maintain the CVOR in good standing.
3. Act as the Chair for CGS's Accident Review Committee and implement internal controls to reduce/eliminate vehicle accidents.
4. Administer the Handi-Transit program including the processing of invoices, budget preparation, customer complaint, service improvement and proper liaison with the Advisory Committee for Persons with Disabilities.
5. Test drivers in highway and driver safety based on Ministry of Transportation (MTO) approved training program. Administer required written and road tests in the pre-approved licence classes. Administer required vision screening.
6. Develop and maintain training programs to ensure compliance with legislative changes as well as conduct training and issue certificates of training.
7. Provide input on annual budget implications of training programs.
8. Conduct professional driver improvement courses.
9. Develop and maintain a library of up-to-date literature, visual aids, etc., for training purposes.
10. Identify individual Employee training requirements; initiate corrective measures and re-training as required.
11. Process licence renewals for all CGS vehicle operators on an annual basis.
12. Prepare and monitor reports on vehicle collision by department.
13. Under the supervision of the Director of Transit Services, select, schedule, train, develop, and monitor the performance of CGS vehicle operators and administer progressive discipline, as required.
14. Maintain files and records of employee training, driver qualifications, accidents, remedial training, etc.
15. Oversee the Ministry of Transportation Audits and ensure compliance with Ministry standards as it relates to the Driver Certification Program (DCP)
16. Administer Air Brake (Z) Endorsement course and testing.
17. Perform on road checks of CGS vehicle operators, as required.
18. Assist in investigations of collisions to determine appropriate remediation, discipline and/or program development/changes.
19. Responsible for the recruitment and selection of staff; conduct or arrange for technical training of staff; monitor and conduct performance appraisals and salary reviews; issue discipline as required in accordance with the respective Collective Bargaining Agreement and CGS Policy.
20. Act as Management's representative in the Grievance procedure in accordance with any respective Collective Bargaining Agreement.
21. Act as CGS's representative in legal matters related to the CVOR and DCP.
22. Ensure that staff are trained to work safely in compliance with the *Occupational Health and Safety Act*, the *Highway Traffic Act*, CGS safety procedures and other pertinent legislation affecting safety and vehicle operation.
23. Oversee the administration of the Safety/Skills Award program.
24. Respond to Emergency Evacuations as required and act as CGS's liaison for transportation during evacuations.
25. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
26. Perform other related duties as required.

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LEADERSHIP COMPETENCIES:

Tactical Coordination and Direction (I)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, "think outside the box", go beyond the conventional, and explore creative uses of resources.	3	Proposes innovative ideas
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	2	Assimilates and interprets data to make competing decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one's area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	2	Addresses underlying customer/stakeholder needs
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one's team
Aligning People & Teams			
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	3	Monitors performance and gives corrective feedback
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	2	Optimizes team effectiveness
Enhancing Personal Effectiveness			
Commitment to Continuous Learning	Continuously develop and enhance one's own and others' personal and professional skills, knowledge and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	2	Applies rules flexibly
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	3	Effectively uses empathy
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	2	Is publicly candid with the team, acting with integrity consistent with one's beliefs
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	3	Demonstrates personal courage

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

Qualified candidates should submit their résumé in confidence by **MONDAY, MARCH 13TH, 2017 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 (**EO17-082**) 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.