



Make working for  
The City work for you.



## Trades Foreperson - Truck and Transport

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Trades Foreperson for Calgary Transit, under the supervision and general direction of the Coordinator Transit Fleet, you will be responsible for a wide range of duties. Primary duties include:

- Supervise the maintenance, repair, overhaul, testing and modifications of the Bus Fleets, including all systems and sub-systems found on the auxiliary equipment.
- Organize, direct and supervise the work of Journeyperson mechanics and maintenance support personnel.
- Continually monitor the work of all staff for quality, quantity, and completion of work within predetermined time schedules.
- Organize and maintain preventative maintenance programs to ensure maximum bus availability for revenue service.
- Ensure the required staff are available for the normal daily operation of fleet vehicles.
- Maintain health and safety regulations; communicating and enforcing policy, procedures, and programs; promoting job efficiency; and exercising cost control.
- Manage employee relations and issues in the workplace.
- Administer training and selection requirements for employees in the workplace.

### Qualifications

- A High School diploma or equivalency (e.g. G.E.D) and a completed Certificate as a Journeyperson Heavy Equipment Technician - Truck and Transport, or equivalent recognized by Alberta Apprenticeship and Industry Training and at least 3 years of experience as a mechanic in a large vehicle maintenance setting.
- At least 4 years experience in a supervisory role is required.
- A valid Class 5 Driver's License (or provincial equivalent), with no more than 6 demerits and no current suspensions or charges pending.
- Ability to obtain a City of Calgary operator's permit.
- Candidates with proven, demonstrated supervisory abilities will be given preference.
- Preference will be given to applicants possessing bookkeeping and record keeping experience.
- Success in position requires the ability to: work with a computerized maintenance management information system; communicate effectively through clear concise correspondence and presentations; schedule, track and document high volumes of work to meet commitments; establish close working relationships with all levels of staff.
- The ability to lead or work as part of a team; and handle confidential matters with tact, flexibility and attention to detail in a timely manner is essential. Applicants must possess effective leadership skills and proven assessment/problem solving skills.

### Pre-employment Requirements

- A security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

**Note:** Please note all exempt positions at The City are undergoing a compensation review. This means the union jurisdiction and/or salary range listed here may change. [Tell me more.](#)

Union: Exempt  
Position Type: 3 Permanent  
Compensation: Level E \$83,059 - 125,413 per annum  
Hours of work: Standard 35 hour work week.  
Audience: Internal/External

Business Unit: Calgary Transit  
Location: Various  
Days of Work: This position works a 4 day work week. Available positions include weekday afternoon (15:30-01:30) and weekend afternoon (14:00-12:00) shifts only.  
Apply By: December 10, 2024  
Job ID #: 310881

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)