

## City of Greater Sudbury – Employment Opportunity

**Posting #** 3525

**Job Posting Title:** Maintenance Supervisor

**Section:** Fleet Services

**Division:** Facilities and Fleet Services

**Department:** Community Services

**Initial Reporting Location:** 1160 Lorne Street

**Job Status:** Permanent Positions

**Number of Vacancies:** 2

**Union Affiliation:** Non Union

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** 3 weeks day shift and 1 week afternoon

**Range of Pay:** Group 12 - \$3,605.70 to \$4,244.10 bi-weekly (Subject to Review)

**The start date will follow the selection process.**

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**Main Function:** The position is responsible to the Manager of Fleet Services for the general supervision of employees of the Section, in the maintenance and repair of City of Greater Sudbury (CGS) owned fleet assets. The position ensures that all operations are conducted in compliance with applicable legislation, regulatory requirements, municipal policies, and safety standards, thereby mitigating liability for the business unit, supporting organizational objectives, and protecting the safety of employees and the broader community, in support of the Section's Business Plan and quality service outcomes for the citizens of CGS.

**Duties:**

1. Plan, develop, assign, and control preventative maintenance and repair programs of the Section, and of other departments' equipment in compliance with legislative, Technical Standards and Safety Authority (TSSA) requirements, the Fuel Handling Act, the Highway Traffic Act and other regulatory standards.
2. Manage the financial, human, and physical resources of the Section in alignment with CGS's vision, values, and annual Business Plan, ensuring all operations comply with municipal policies, procedures, and applicable legislation.
3. Plan, assign and supervise CGS employees and contractors for the completion of work programs; provide necessary materials, tools, and equipment while maintaining related budget controls and ensuring work is completed in compliance with safety, regulatory, and operational requirements.
4. Provide advice and direction to employees, lead hands, and apprentices on operational matters, work plans, and the most effective and compliant methods of proceeding with and completing assigned work.
5. Directly supervise fleet operations and maintenance activities; inspect work in progress and upon completion to ensure work is performed efficiently, safely, and in compliance with legislative, regulatory, and operational standards.
6. Provide technical assistance and operational support to the Manager of Fleet Services, ensuring all practices meet applicable compliance requirements.
7. Assist the Manager of Fleet Services in monitoring operational budgets and preparing priority lists for current and capital budget requirements, in accordance with municipal and regulatory financial controls.
8. Manage employee performance, including providing guidance, coaching, and corrective action as required, and assist the Manager of Fleet Services with recruitment, hiring, and promotion recommendations.
9. Supervise apprenticeship program participants reporting to the Section; provide coaching, mentoring, and guidance to develop technical skills and workplace competencies, including legislated competency sign-off requirements for the Ministry of Labour, Training and Skills Development (MLTSD).
10. Act as Management's Representative in the complaint stage of the grievance procedure, ensuring all actions comply with collective agreements and CGS policies, as required.
11. Ensure all work is performed safely, with minimum inconvenience to municipal operations and the public, and in compliance with occupational health and safety legislation.
12. Develop and conduct, in conjunction with Health, Safety, and Return to Work Services Section, regular safety training for

employees, apprentices, and contractors; ensure training records are accurate, up-to-date, and compliant with legislative and regulatory requirements.

13. Responsible for the Incident Management actions and reporting for the business unit. Record, report, and implement mitigating control measures for any workplace hazardous conditions, health and safety incidents, and employee personal injuries.

14. Perform, record, and report on monthly Health and Safety workplace inspections in conjunction with the Joint Health and Safety Committee (JHSC) member representative.

15. Act as CGS's representative during Ministry of Labour, Ministry of Transportation (MTO), or other regulatory inspections related to fleet operations; respond to and enforce orders issued because of inspections to ensure full compliance.

16. Responsible for the numbering, monitoring, and accurate input of fleet data into the computerized fleet management system; verify that work orders, crew work cards, and related documentation are properly completed in compliance with CGS standards.

17. Record, evaluate, and approve progress and completion of maintenance work and repairs in accordance with established standards and regulatory requirements; assist in the preparation of short- and long-term strategies including an annual work plan.

18. Perform and supervise preventative maintenance procedures and vehicle repair scheduling in compliance with established standards and regulatory requirements.

19. Interpret drawings, specifications, manuals, and instructions issued by management, manufacturers, or regulatory authorities to ensure compliant execution of work.

20. Test, evaluate, and recommend the use of new mechanical repair products, parts, and technologies, ensuring any adoption meets regulatory and safety requirements.

21. Responsible for the procurement of parts and supplies, maintaining adequate inventory levels and care of shop stock; issue and authorize purchase order requisitions and PeopleSoft requisitions; approve invoices for payment in compliance with municipal procurement policies and financial controls.

22. Verify and approve invoices for repairs and maintenance provided by outside vendors, ensuring compliance with contracts and regulatory standards.

23. Supervise the systematic follow-up and administration of equipment and part warranties, ensuring adherence to applicable legislation and manufacturer requirements.

24. Administer the MTO Semi-annual and Annual Inspection Certificate and Sticker program for CGS vehicles in accordance with Provincial Regulations.

25. Ensure the Motor Vehicle Inspection Station Licence and list of Registered Mechanics is maintained in good standing with the Ministry of Transportation Ontario.

26. Monitor, catalogue, investigate, and arrange repairs to CGS Fleet assets damaged through collisions or incidents; respond on site as required and direct appropriate corrective action in accordance with legislative, insurance, and municipal policies.

27. Maintain and update a log of suppliers of repairs parts for all CGS equipment, ensuring compliance with procurement and regulatory requirements.

28. Supervise the hiring of equipment for daily and short-term use; negotiate charges as required and ensure rentals are distributed equitably amongst local suppliers in accordance with municipal policies.

29. Ensure proper and effective staffing of the Section through appropriate scheduling, training, coaching, mentoring, and motivational techniques, while maintaining compliance with occupational health and safety legislation and collective agreements.

30. Respond to complaints from internal and external contacts; assess driver reports and take appropriate action consistent with CGS policies and compliance requirements.

31. Responsible for all Fleet Services operational issues while participating in an on-call rotation; may be required to work shift rotations to support 24/7 operational coverage, ensuring adherence to safety and compliance requirements.

32. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.

33. Perform other related duties as required.

## Qualifications

### Education and Training:

- College diploma in a related discipline from a recognized community college with Canadian accreditation.
- Mandatory 310S (Automotive Service Technician) and 310T (Truck and Coach Technician) certifications, as well as MTO licenses.

- Additional education initiatives to update and expand competencies, including compliance, safety, regulatory training, and apprenticeship mentorship.
- Must be able to acquire a Class "DZ" driver's license.

**Experience:**

- Minimum of four (4) years of experience in the management of large, unionized, and highly diversified public or private sector organizations, including: two (2) years of experience in vehicle and equipment repair in a supervisory capacity.
- Demonstrated experience ensuring compliance with legislation, regulatory requirements, occupational health and safety standards, and collective agreements.
- Experience supervising apprentices, coaching technical skills, and completing legislated competency signoffs with the Ministry of Labour, Training and Skills Development (MLTSD).

**Knowledge Of:**

- Repair of buses, large equipment, machinery, and preventive maintenance, vehicle and equipment repair scheduling procedures and methods.
- Occupational health and safety legislation, regulatory requirements, and best practices applicable to fleet operations.
- Technical Standards and Safety Authority (TSSA), Ministry of Transportation Ontario regulations, Fuel Handling Act, Highway Traffic Act, and other relevant regulatory requirements.
- Working knowledge of computer software in a Windows environment (e.g., word processing and computerized spreadsheet applications).
- Horizontal linkages to other relevant governmental levels and services, as well as the private sector.

**Abilities To:**

- Demonstrate organizational, supervisory, compliance, and mentorship skills in coordinating the activities of various tradespeople and apprentices.
- Achieve high standards for the Section while ensuring adherence to legislative, regulatory, and policy requirements.
- Create enthusiasm and motivation for employees and apprentices to pursue CGS's operational and compliance targets.
- Balance conflicting demands from stakeholders while maintaining regulatory and safety compliance.
- Manage the financial, human and physical resources of the Section in a collaborative manner consistent with CGS policies.
- Manage conflict; mediate disputes, and assist in reaching consensus on accordance with employment legislation, collective agreements, and apprenticeship regulations.
- Provide a stabilizing influence within the Section while ensuring compliance with safety and regulatory requirements.

**Personal Suitability:**

- Mental and physical fitness to perform essential job functions, including safe operation of fleet equipment.

**Language:**

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

**Other Requirements:**

- Must be physically capable of operating a vehicle safely, possess a valid Class G driver's license, and have an acceptable driving record.

**Competencies:** (click to view)

[Competency Library - Level 2 Proficiency \(Supervisory\)](#)

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$3,197.60 to \$3,764.60 bi-weekly. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

**How to Apply:**

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume **before 11:59 p.m. on Tuesday, March 3, 2026**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

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.

#### **Live outside Canada or new to Canada?**

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](http://Applicants Living Outside of Canada (greatersudbury.ca))

#### **Contact Us:**

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)