



FULL-TIME OPERATIONS SUPERVISOR
(COMPETITION NO.: PWE-2026-26)



Posting Date:	August 25, 2026	Closing Date:	September 4, 2026
Department:	Timmins Transit	Hours per Week:	40 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes - Employer Matched Contributions	NOC:	72024
Salary Level 207:	\$96,713- \$120,892 (2026)	Union:	Non-Union

Interviews are tentatively scheduled for September 21, 2026. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

The Operations Supervisor is responsible for the day-to-day operations of the Timmins Transit and TT On-Demand Para-Transit service, including scheduling of staff, processing of complaints, accident and incident investigation, payroll supervision, tracking of fare media distribution, and other related activities.

Duties

- Supervision of the day-to-day on-street operations of both Timmins Transit and TT On-Demand
- Co-ordinate the daily on road operations ensuring bus operators maintain schedules, routing and courteous service
- Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards, policies and procedures
- Participate in the co-ordination of maintenance, repair and installation of bus route signs, fixtures, shelters; maintain records of bus stop projects
- Participate in the selection of assigned staff; train assigned employees in their areas of work including methods, procedures and techniques of transportation operations
- Provides direct front line supervision and is responsible for providing operational work assignment, guidance, discipline and performance evaluations for staff
- Respond to and investigate complaints from the general public regarding transit, fixed route and specialized transit operations; resolve problems on bus and via telephone in a timely and efficient manner
- Accident, incident and injury investigation
- Replace Manager of Transit Operations during their absence

Qualifications

- Grade 12 plus a two-year Community College Diploma in Business Administration or a related field
- Provincial or other vocational or professional certification or degree: could include completion of courses offered by CUTA or other industry-related organizations
- Experience motivating, training and supervising staff in a unionized, politically sensitive environment
- Computer literacy utilizing Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Valid Ontario driver's license in the appropriate class (CZ or BZ)
- Three to five years' previous experience in a related field, e.g. supervision, training, transit services, professional driving, etc.
- Excellent customer service skills with the ability to resolve customer inquiries/complaints in an effective manner
- Excellent communications skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders and the general public
- A team player with excellent leadership skills
- Bilingualism (English and French) an asset
- Clear and current Criminal Record Check with Judicial Matters Check

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **September 4, 2026.**

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

www.timmins.ca
www.movetotimmins.ca
[\(705\) 264-1331](tel:(705)264-1331)