



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1280-004

CALL NO. 26-4746

Job Designation:	Supervisor, Transit Services
Department:	Oakville Transit
Job Details:	Temporary Full Time (Non-UnionT)
Duration:	Indefinite
Salary Range:	\$105,893 – \$127,123
Pay Grade:	206
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on September 28, 2026

This job posting is for an existing vacancy and therefore will be filled accordingly.

Reporting to the Manager of Transit Operations, this position is responsible for supervising the delivery of all fixed route conventional, specialized and charter services; including supervision of all driving staff. This position is also responsible for incident response supervision and coordination of any internal and external emergency resources responding to situations involving or affecting transit services. You will plan for delivery of unscheduled service while recommending and making adjustments to scheduled service. This position is required to take appropriate action to ensure the safety and security of transit personnel, customers and assets in accordance with all policies, procedures, regulations and legislation governing the workplace and the delivery of service.

What can I expect to do in this role?

As the Supervisor, Transit Services you will:

- Supervise and oversee up to 85 Oakville Transit Drivers at any time to ensure work is performed effectively and efficiently and in accordance with Town or Oakville Transit standards, levels of service, specifications, policies, procedures and legislated requirements.
- Supervise maintenance and service line staff at times, in the absence of a Maintenance Supervisor and take appropriate action to ensure that work performance is consistent with Oakville Transit rules and regulations.
- Select, motivate, train, manage and evaluate staff, and schedule work according to priorities; review employee performance on a regular basis and take corrective/disciplinary action on such matters as collisions, complaints, late reports, absenteeism, etc., and make recommendations and/or take action as required.
- Track, report, record and document all information regarding Driver assignments including hours worked, sick time, time off, and overtime as per the collective agreement.
- Respond to, investigate and follow up on inquiries, accidents, complaints and other incidents from the general public, residents, emergency services, other departments, senior management and members of council.
- Backfill for Control Centre Supervisors during periods of absence or as operational needs dictate – using CAD AVL and On-Demand software to manage on-street delivery of conventional and specialized services, responding and taking appropriate actions to ensure system on-time performance, customer and employee safety and efficient use of resources in accordance with Oakville Transit policies and procedures.
- Liaise with on-street Supervisors regarding service delays, incidents and emergencies, managing response to the same from a fast-paced, dynamic Control Centre environment.
- Liaise with Specialized Transit contracted services outside of on-demand staffing hours to minimize disruption to service delivery.
- Assist the Manager in the development of new routes and schedules while maintaining a good working knowledge of all routes, schedules and regulations.
- Initiate appropriate action in response to service breakdowns, change-offs, detours, emergencies, collisions, etc.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Train and instruct new and existing employees to perform job functions properly and safely; administer exams for Class CZ Driver's License and/or brake endorsement renewals; assist with maintaining an ongoing driver-training program for conventional transit, specialized transit, maintenance, and other departments within the Town of Oakville.
- Work various shifts, covering a seven-day a week operation.

How do I qualify?

- Completion of a three-year college diploma or university degree in business administration or related field.
 - Candidates without the above noted educational qualifications may be considered if they have at least 4 years' supervisory experience working in a transit operations environment.
- Your education is augmented by progressively responsible positions that have resulted in outstanding leadership complemented by a highly developed understanding of transit systems, municipal government and service delivery.
- You have a valid and unrestricted CZ License, or you must be capable of obtaining a CZ License as a condition of your employment. Your driving record will demonstrate responsible and safe driving behavior. The successful applicant will be required to provide the Corporation with a current drivers abstract (no older than 30 days) prior to assuming the position.

Please note that this position requires a satisfactory **criminal record and vulnerable sector screening check** dated within the last 30 days as a condition of employment.

Core Knowledge Required for Success:

You are an experienced leader with a comprehensive knowledge of:

- Current and future policies, practices, trends, technology and information relating to safety practices/regulations, and transit operations including scheduling, service adjustment methods, emergency operating procedures coupled with knowledge of transit regulations, Town policies and procedures, collective agreement provisions and other relevant guidelines and processes that apply to Transit services.
- Highway Traffic Act, Occupational Health and Safety Act and Ontario Human Rights Code and related orders including accommodation and accessibility requirements pertaining to customers and employees.
- Common word processing, spreadsheet, email and database management techniques.

In addition, your experience demonstrates the following **Supervisor leadership competencies**:

- **Strategic Thinking** – innovating through analysis and ideas
- **Engagement** – mobilizing people, organizations, partners
- **Management excellence** – delivering results through action management, people management and financial and asset management
- **Accountability and Respect** – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Supervisor level.

Corporate Values:

- Teamwork, accountability, dedication, honesty, innovation and respect

DATED: [September 15, 2026](#)

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3