

Find your purpose. Make an impact.

Trades Foreperson - Body Shop

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 the Trades Foreperson, Body Shop, you will be responsible for the supervision and training of auto-body maintenance personal. Primary duties include:

- Supervise auto-body repairs, modifications and subsequent testing of auto-body repairs and refurbishments on buses and other transit vehicles.
- Organize, direct and supervise the work of a number of journeypersons, body technicians, mechanics, service people and other trades people to ensure acceptable quality and quantity of work is performed.
- Enhance knowledge with technical advances of all new buses acquired by Calgary Transit and perform related shop and field work.
- Organize and maintain a program of preventative maintenance of all buses, transit vehicles and equipment.
- Maintain complete and accurate records of work performed and material used to control the cost involved in all phases of the work activities connected with the auto body shop.
- Responsible for the training of apprentice body shop technicians.
- Ensure the required staff are available for daily operation of fleet vehicles.
- Maintain health and safety regulations, promoting job efficiency and cost controls.
- Manage employee relations and issues in the workplace.
- Administer training and selection requirements for employees in the workplace.

Qualifications

- A completed Certificate as a Journeyperson Autobody Technician (must have all 3 certificates: Prepper, Refinisher and Repair), or equivalent recognized by Alberta Apprenticeship and Industry Training.
- A high school diploma or equivalency (e.g. G.E.D, Canadian Adult Education Credential (CAEC)).
- At least 4 years' experience as an auto-body person in a large vehicle repair setting and 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](#).
- Applicants must also meet and maintain Medical Requirements for Bus operation (equivalent to a Class 2 License Medical).
- Candidates with proven, supervisory abilities will be given preference.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, and Outlook).
- A strong understanding of operational strategy, financial awareness and industry trends.
- 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

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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.

Pre-employment Drug Test: An offer of employment for this position will be conditional on an applicant passing a pre-employment drug test. This test assesses for use of drugs including cannabis. Failure to pass a pre-employment drug test may prevent an applicant from being hired into any safety sensitive position for a period of up to twelve months.

Position and Pay Information

- **Business Unit:** Calgary Transit
- **Union:** Exempt
- **Position Type:** 2 Permanent
- **Compensation:** Level M1 \$115,627 - 144,534 per annum
- **Hours of work:** Standard 35 hour work week.
- **Days of work:** This position works a 4-day work week. Monday - Thursday, 05:30 - 15:30 OR 15:00 - 01:00.
- **Location:** 928 32 Avenue NE
- **Audience:** Internal/External
- **Apply By:** October 21, 2026
- **Job ID:** 315401