



Job title: **Assistant Manager, Fleet Overhaul**
Job ID: 20260186
Location: Greater Vancouver
Full/Part Time: Full-time
Regular/Temporary: Regular

Marketing Statement

As the largest operating company in the integrated TransLink enterprise, Coast Mountain Bus Company (CMBC) operates a fleet of clean-fuel conventional and community shuttle buses, zero-emission trolley buses, and passenger ferry SeaBuses in Metro Vancouver, the largest single transit service area in Canada.

At CMBC, one of BC's Top Employers, we're committed to providing an innovative, healthy, and engaging workforce. This is reflected in our workforce of over 5,500 employees performing over 400 unique jobs, who are committed and empowered to deliver service that attracts nearly 1.1 million passengers daily and connects people, businesses, and communities in the Metro Vancouver region.

We have the important job of helping our passengers get to work, appointments, visiting with family and friends, and back again every day. Metro Vancouver relies on us, and we take that as a point of pride.

Responsibilities

PRIMARY PURPOSE

Manages the work of staff engaged in the rebuild, repair and maintenance of the bus fleet to provide a sufficient number of safe, roadworthy vehicles. Responsible for the work of supervisory and unionized employees engaged in the major repair of buses, including major component rebuilds. Provides documented and justified recommendations into the design of new processes. Ensures adequate supply of parts, materials and equipment are readily available to meet major fleet vehicle repair requirements. Prepares, monitors and controls the budget and the work plan for the major repair function. Maintains liaison with system personnel and suppliers regarding operating problems, equipment testing and recommends solutions to resolve problems. Prepares a variety of reports and recommendations concerning major vehicle repair procedures.

KEY ACCOUNTABILITIES

Manages through supervisors, coordinators and charge hands, the activities of shop crews engaged in the repair and rebuild of the bus fleet and determines the extent of repair work necessary to meet user requirements. This includes diesel engine rebuilds/repairs, transmission/drive rebuilds/repairs, differential rebuilds, vehicle component part rebuilds, body, paint, trim repairs and special projects. Conducts workflow and process reviews and provides



documented justification for process changes. Oversees the recruitment, productivity, performance management, attendance, training and development of staff.

Performs life cycle analysis and provides recommendations. Ensures procedures are in compliance with the Commercial Vehicle Inspection Program, Original Equipment Manufacturer and internal policies and time standards; conducts make versus buy studies and provides written recommendations regarding equipment, infrastructure and tooling requirements. Provides support to garages performing Fleet Overhaul and body/paint type work such as engine replacements and body repairs

Ensures that safe work practices are maintained and that staff are aware of Workplace Hazardous Material Information Sheet (WHMIS) and other safety regulations.

Prepares budget, work plan, staffing and equipment submissions for review and approval by the Manager, Fleet Overhaul; monitors approved budget expenditures; provides quarterly forecasting, oversees external invoicing, resolves discrepancies and reports on variances.

Provides a sufficient number of safe, roadworthy vehicles to meet the service requirements; develops and adjusts repair and rebuild schedules and staffing levels to ensure system service requirements are maintained.

Investigates and resolves repeat maintenance and repair problems by researching applicable vehicle documents, troubleshooting for possible causes, discussing findings with manufacturers, Technical Support, other transit operations and suppliers. Recommends documented solutions and conducts tests to resolve various problems.

Manages relationships with Unions to deal with employee performance, grievances and sign-up. Attends various Union/Management meetings.

Assumes the duties of the Assistant Manager, Motor Vehicle Accidents during any absences

Qualifications

EDUCATION AND EXPERIENCE

Qualification in Mechanical, Body or Electrical trades or a diploma in a related mechanical field plus courses in supervisory skills, and labour relations.

Requires a minimum of six (6) years of previous experience in progressively responsible positions relating to commercial vehicle maintenance, including supervisory experience with a multi-disciplined team in a unionized environment and a broad knowledge of all aspects of mechanical, body, electrical, and electronic repairs, trouble shooting, maintenance procedures and vehicle inspections, and ability to administer policies, procedures and union agreements

OTHER REQUIREMENTS

Advanced knowledge of the principles, theory, concepts, and practices of maintenance.



Advanced communication both written and oral.

Solid analytical and problem-solving skills.

Solid teamwork and interpersonal skills including negotiations and conflict resolution skills.

Solid leadership skills to provide direction and manage reporting staff.

Excellent prioritizing, organizing and time management skills.

Solid computer skills in standard office tools including word processing and spreadsheet software and use of web-based systems.

Other Information

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

Work Schedule

37.5 hours per week.

Work Designation

Resident

This position works predominately on-site.

Rate of Pay

The salary for this position ranges from \$100,080 - \$150,120 per annum. Actual salary offered will be based on education, experience, skills, and qualifications as they relate to the role.

We aim to provide competitive pay that reflects your professional background and expertise. We want to ensure our offer will align with your strengths considering experience, skills, and internal equity to offer a fair and equitable salary. The Total Compensation Package, which includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan as well as other employment offerings will be discussed in detail as your application progresses.



How to Apply

Please click the 'Apply' button at the top right corner or go to <https://www.translink.ca/About-Us/Careers.aspx> to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Posting Date: March 2, 2026
Closing Date: Open Until Filled

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to <http://www.translink.ca/careers>.

Equal Employment Opportunity

Coast Mountain Bus Company is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to equity, diversity and inclusion.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at jobs@translink.ca