

Position Identification

Position Title	Daily Shift Manager		
Position Replaces	Supervisor, Maintenance Services		
Position Level	Supervisor	Position Code	1145 1198
Pay Band	Exempt Band 4	Revision Date	Aug-25
Supervisor Title	Manager, Maintenance Operations	Sup. Position Code	1830
Additional Requirement	CRC	Shift Work	
Exclusion Rationale	On File	On-Site Requirement	5 days/ week
Division	Operations		

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

The Victoria Regional Transit System (VRTS) is responsible for the delivery of transit service within Victoria. The VRTS operates 24/7 and 365 days per year with the main objective of ensuring safe, reliable and a customer centric service that consistently meets expectations.

The Maintenance Services department of BC Transit is responsible to sustain and perform preventive maintenance activities on the fleet and infrastructure assets assigned to the Victoria Regional Transit System (VRTS). This 'core' team works hard every day to provide clean, safe and reliable buses for our riders.

Job Overview

Reporting to either Manager, Maintenance Operations, the Daily Shift Manager is responsible for supervising the day-to-day repair, operation and maintenance activities of the Victoria Regional Transit System (VRTS) fleet. The incumbents oversee the safety and daily work activities of a large, unionized workforce to execute planned and reactive maintenance activities while ensuring enough buses are ready for operation on a day-to-day basis.

Key Accountabilities and Expectations

Key Accountability	Expectation
Maintenance Operations	• Supervises a team of maintenance employees to performing, inspections, planned and corrective preventive maintenance repairs and bodywork in alignment with the provincial preventive maintenance program and fleet standards • Supports execution of capital projects, including new vehicle preparation, installation of equipment, and fleet campaign programs and initiatives • Oversees replacement of major components (e.g., engines, transmissions, differentials) and ensures warranty recovery on all fleet assets • Monitors work orders, repair durations, and downtime to minimize out-of service vehicles • Ensures vehicles are clean, safe and roadworthy prior to release • Directs day-to-day garage operations, including scheduling preventative maintenance, adjusting priorities to meet service requirements, and ensuring adequate staffing across shifts • Coordinates with facilities team to support maintenance and repair of yards, buildings and infrastructure • Responds to road calls by dispatching workers, arranging replacement buses, and coordinating change-offs to minimize service disruption • Ensures all work performed is compliant, and documented within BC Transit's EAM and or other systems • Support day-to-day servicing activities, including refueling, cleaning, sanitizing, shop organization, tooling functionality and safety compliance • Assists with response to environmental incidents (e.g, spills) • Ensures compliance with all BC Transit policies, WorkSafe BC, and CVSE regulations by participating in risk assessments, incident investigation and response teams as required
Leadership	• Supports staffing and supervision activities, including participating in recruitment, scheduling, training, performance management, coaching and attendance management • Supports workforce development through apprenticeship programs mentoring, and onboarding for new employees • Manages subcontractors and service providers to ensure delivery of goods and services meets operational needs
Additional Duties	• Leads Toolbox and Safety Meetings, ensuring safety communication and compliance at the shop level • Performs related duties in keeping with the purpose and accountability of the job

Summary of Qualifications and Job Specific Competencies

Education	• Grade 12 Diploma or equivalent • Skilled Trade, Maintenance Technician/Technologist preferred • Commercial Vehicle Safety and Enforcement (CVSE) Facility Operator Certificate is an asset
Experience	• Three (3) years related experience leading a team within a shop or technical mechanical environment • Experience working within a complex unionized environment • General understanding of facilities infrastructure and tooling • Working knowledge of Collective Agreements with experience supervising a unionized workforce • Familiarity with fleet management systems (e.g., EAM, JD Edwards, Trapeze) and diagnostic tools. • An equivalent combination of education and experience may be considered
Key job-specific competencies	• Proficient in Microsoft Suite • Strong knowledge of vehicle maintenance, repair processes, and preventive maintenance programs for transit or heavy-duty fleet vehicles • Competency in planning, prioritizing, and scheduling maintenance activities • Strong problem-solving skills to address mechanical issues, operational challenges, and emergency situations effectively. • Ability to make data-driven decisions to improve processes and enhance fleet performance • Excellent communication skills to liaise with cross-functional teams, contractors, and stakeholders • Ability to adapt to new technologies, tools, and processes to improve operational efficiency
Willingness Statement	• The position requires working a variety of shift schedules including days, evening, nights, and/or weekends • The position is eligible for shift premiums