

## Job Description

---

<b>Position Title:</b>	<b>Mechanic Supervisor</b>
<b>Reporting To:</b>	<b>Director, Operations and Safety</b>
<b>Key Relationships:</b>	Internal – All VAA Staff External – Third Party Contractors, Commissionaires, Vendors
<b>Supervisory Responsibilities:</b>	Mechanics

### Role Summary:

The Mechanic Supervisor is responsible for ensuring all Victoria Airport Authority (VAA) mobile fleet (light and heavy including Airport specific equipment, Aircraft Rescue and Fire Fighting (ARFF) equipment) and mechanical equipment is inspected, serviced and maintained in compliance with regulatory requirements and industry best practices. This position leads the mechanic team with a strong emphasis on safety, quality and efficiency. The Mechanic Supervisor relies on leadership abilities, in conjunction with a continuous improvement/preventive maintenance mindset to support and promote operational excellence within the department. This position is a working mechanic position however it involves significant administrative duties, including staff management, scheduling, budgeting, procurement, and documentation. The Mechanic Supervisor is a union position and will normally work a 40-hour work week.

### Description of Duties:

The overall responsibilities of the Mechanic Supervisor include but are not limited to:

- Provide expertise, leadership and overall supervision and direction to the Mechanic Department, including training and development, staff scheduling, performance appraisals, and resolving performance issues (e.g. progressive discipline within their authority).
- Develop, monitor and document preventative maintenance schedules using Vortex CMS software.
- Responsible for ensuring cooperation and coordination with other departments, vendors and contractors.
- Lead the development, planning, and administration of departmental operational budgets, ensuring that mechanic shop operations are managed within approved budgets.
- Develop Requests for Proposal (RFP) for procurement of fleet assets, and work with Planning and Infrastructure processes during the procurement process.
- Obtain quotes, order parts and research products and technical documents.
- Working with internal stakeholders, develop and maintain proactive plans, and processes to ensure mechanic shop operations are efficient and continuously improved.
- Inspect and maintain all vehicles, machinery, generators, equipment and tools on a regular basis and maintain records of servicing routines and repairs.

- Purchase, manage, maintain and dispose of inventory, tools, and supplies in a cost-effective, sustainable, and environmentally conscious manner.
- Assist in Airport emergencies.
- Perform Winter Operations duties including snow and ice removal using chemicals, materials and power equipment and restocking and supplying of winter operation materials.
- Ensure all regulations and procedures are followed and appropriate documentation is completed and maintained.
- Perform administrative and project work.
- Take personal responsibility for VAA's Safety management System, safety related issues and integrate safety into daily work activities.
- Participate in ongoing training, upgrades, safety and technology advancements.
- Perform other related duties as assigned.

**Knowledge, Skills, Abilities, and Personal Characteristics:**

Red Seal Heavy Duty Mechanic or Commercial Transport Certification is required. BC Commercial Vehicle Inspector's License. Wheel Installers Certificate.

A minimum of five (5) years combined Mechanic supervisory experience and/or management of contractors and consultants.\* Completion of Grade 12. Valid British Columbia Class 3 Driver's License with air brakes endorsement. Confined Space Entry Certificate. WHMIS Certification. Propane Certificate.

\*An equivalent combination of education and experience may be considered.

As a condition of employment, within six (6) months of hire the Mechanic Supervisor must obtain and then maintain the appropriate level of Airport Security Clearance as well as the following:

- Airside Vehicle Operators Permit (D)
- Radio Operators Certificate – Aeronautical

The Mechanical Supervisor must also possess and/or demonstrate:

- Excellent leadership ability with a proven track record of successfully leading a team.
- Previous experience with fleet management planning, acquisition and maintenance.
- Previous experience managing departmental budgets of similar size and scope.
- Previous experience preparing, analyzing and managing Requests for Proposal (RFP) processes.
- Excellent customer service and interpersonal skills, and ability to communicate effectively, both orally and written, with internal and external customers.
- Ability to be tactful, demonstrate excellent judgment, and work as a positive and collaborative team member.
- Organization skills and ability to work under deadlines with conflicting demands.
- Proficient computer skills and ability to use a wide variety of software packages.
- Enthusiasm, energy and the ability to be a self-starter and work independently.
- Expert mechanical skills on a wide variety of vehicles and equipment.
- Ability to use all related tools and board diagnostic testing equipment for analyzing vehicle computer functions, with a strong aptitude for mechanical and electrical applications.
- Ability to read and interpret, drawings, manuals and test equipment readings.
- Ability to troubleshoot problems and conduct thorough research and analysis.
- Aptitude and willingness to learn new technology.
- Personal suitability to work in emergency, hazardous (i.e. confined space, heights) or inclement weather situations.