



## EXTERNAL JOB OPPORTUNITY

<b>POSITION:</b>	<b>EXECUTIVE DIRECTOR, TRANSIT WINDSOR</b>	<b>JOB POSTING #:</b>	<b>2025-0006</b>
<b>POSTING PERIOD:</b>	<b>Tuesday, January 7, 2025 at 8:30 AM to Tuesday, January 28, 2025 at 4:30 PM</b>		
<b>DEPARTMENT:</b>	Transit Windsor	<b>UNION:</b>	Non-Union
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	NTW026
<b>POSITION STATUS:</b>	Regular Full Time	<b>GRADE/CLASS:</b>	NTW16
<b># OF POSITIONS:</b>	1	<b>RATE OF PAY:</b>	\$166,547.22 to \$202,439.23 Annually
<b>POSITION #:</b>	00005131	<b>SHIFT WORK REQ'D:</b>	No

### DUTIES:

Reporting to the Commissioner, Economic Development, the Executive Director of Transit Windsor is a results and solution oriented transformative leader who excels in a fast-paced multi-faceted organization. This position is responsible for providing overall department direction and leadership in keeping with goals and directions of Windsor City Council. The Executive Director provides day to day departmental direction to over 300+ employees in a unionized environment – ensuring exceptional customer service at each customer interaction point. This position ensures adherence to and provides input in the creation of corporate policies and procedures. Ensures compliance with all Health and Safety requirements including the Canada Labour Code Part II; The Executive Director must develop responsive relationships and effectively navigate municipal and provincial systems, structures, and processes to achieve results. All initiatives must be considered with regard to high standards of customer service, operational effectiveness and efficiency, and expenditure control. The Executive Director will prepare and administer annual operating budget estimates; prepare and implement service plans with established objectives for service delivery and measurable outcomes; provide strategic planning recommendations and advice for City Council, Chief Administrative Officer and the Corporate Leadership Team (CLT); analyze and interpret program activity to identify future needs and program directions; monitor and control approved budget expenditures and variances as required; chair and participate in a variety of committees and task forces at both municipal, provincial and federal levels ; establish strong linkages with the Provincial and Federal governments and other organizations. Prepares and reviews reports to Standing Committee/Board of Directors and City Council; Liaise with Transit Windsor Advisory Committee; Attends all meetings of the Environment, Transportation and Public Safety Standing Committee; Attends City Council meetings as required; Acts as pension plan administrator for the closed Transit Windsor Plan; Negotiates and oversees various Transit Windsor contracts; Oversees ongoing departmental labour relations that include hearing Step 2 Grievances, and participating in contract negotiations; Responds to media inquiries as directed. Recommends budget enhancements, reductions and efficiencies for transit service. Completes grant funding applications for public transit. Has oversight of Departmental statistics for use in CUTA and OMBI reporting. Participates in departmental steering committees for Capital Projects; Represents Transit on city committees. Ensures compliance with federal Pay Equity Plan. Conducts management meetings. Acts as the Transit industry liaison with CUTA and OPTA to address industry issues, government advocacy, and best practices; Oversees departmental recruitment; Promotes public transit in community; Oversees Ministry of Transportation Driver Certification Program and U.S. Department of Transportation requirements. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

### QUALIFICATIONS:

- Must have a University Degree (with Honours) in a related field or Ontario Ministry of Education equivalency;
- Must demonstrate more than five (5) years of progressive management experience;
- Progressive management experience in the transportation sector considered an asset;

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**TTY: 1-800-855-0511**  
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### QUALIFICATIONS CONT'D:

- Experience managing in a unionized environment is considered an asset;
- Experience working in or with government is considered an asset;
- Must hold and maintain a current valid and lawful Class G Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have excellent communication skills;
- Must have exceptional customer service standards;
- Should have knowledge of the Occupational Health and Safety Act and Canada Labour Code, Part II, its regulations and knowledge of the hazards associated with the work;
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program;
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

### HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact [recruitment@citywindsor.ca](mailto:recruitment@citywindsor.ca) or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
- To apply for this position, click [APPLY NOW](#)

### NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**



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