

Posting date: December 1, 2023

Job Title: Manager of Fleet Services

Job Posting # 1674

Section: Fleet Services

Division: Assets and Fleet Services

Department: Corporate Services

Initial Reporting Location: 1160 Lorne Street

Job Status: Permanent Position

Number of Vacancies: 1

Affiliation: Non union

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: \$107,409.33 to \$126,355.32 per annum

Benefits/Extras for permanent full-time employees include:

- Comprehensive benefits package
- OMERS Pension Plan
- Life Insurance
- Wellness initiatives
- Employee Assistance Program (EAP)
- Tuition Reimbursement Program

The start date will follow the selection process.

This position is not eligible to work remotely.

Main Function: Responsible to the Director of Assets and Fleet for all decisions, strategic planning, projects, budget, goals and objectives, and problem resolution for the section. Provides direction and leadership to Fleet Services Section staff responsible for the maintenance, repair, registration, acquisition and disposal of fleet vehicles and equipment.

Characteristic Duties: Under the general direction of the Director of Assets and Fleet.

1. Manage the human, financial and physical resources of the Fleet Services Section within the approved annual budget and in alignment with CGS's vision and values, and in accordance with the annual business plan.
2. Participate in development, implementation and maintenance of policies, objectives, short and long-range planning; develops and implements project and programs to assist in accomplishment of established goals.
3. Oversees the development of the section's annual operating budget, provides advice and information to the Director of Assets and Fleet regarding the section's budget in the context of the divisional budget. Monitors expenditures, expenses, and controls costs throughout the budget year to ensure proper and continued operations within budget limitations.
4. Oversees procurement and disposition for all City fleet assets; approves final specifications for purchases of vehicles and equipment, approves expenditures, evaluates tenders and quotes.
5. Utilizes asset management processes and tools to ensure optimal lifecycle management. Monitors and evaluates the condition of the Corporations fleet vehicles and equipment. Optimizes lifecycle strategies to ensure effective replacement cycles.
6. In partnership with Central Control, Supply and Support staff, manage automotive parts inventory program, including purchasing, distribution, and accounting functions.
7. Oversee the receipt of new vehicles and equipment; ensures the processing, registration, licensing and Pre Inspection Delivery (PDI) inspection are completed.
8. Oversee the selling or disposal of used City vehicles and equipment.
9. Oversee activities, vendors and supplies; administer and monitor contracts for compliance and control costs; perform quality control inspections to ensure adherence to contract specifications and industry standards.
10. Monitor fleet activities by providing cost analysis of repairs, vehicle condition reports and recommend fleet optimum replacement strategies.
11. Test, evaluate and develop the use of new mechanical repair products and programs to increase efficiency.

12. Manage maintenance and repairs to Transit Terminal, Lorne Street and bus shelters throughout CGS.
13. Provide overall co-ordination and supervision of Section personnel, including the hiring, training, promotion and discipline of staff in consultation with the Director of Assets and Fleet.
14. Ensure proper and effective staffing of his/her area of responsibility through adequate scheduling, training and motivational techniques.
15. Oversee all facets of the daily operations of the organizational unit, ensuring compliance with Municipal, Provincial, and Federal Laws, Policies and regulations.
16. Control the major maintenance and repair of all vehicles and heavy equipment owned by CGS.
17. Plan, develop, assign, control and evaluate preventative maintenance and repair programs of all CGS fleet, Divisional equipment and facilities to ensure compliance with legislated requirements and the Highway Traffic Act, and that the work is performed safely with minimum disruption of various Operations.
18. Recommend the improvement, alteration or addition to shop facilities and equipment for improved efficiency.
19. Liaise with Departments to ensure that service delivery needs are met.
20. Direct Fleet safety programs. Identify and assess potential or actual danger/risk to health and safety in Fleet Section and take action to mitigate including allocation of protective clothing and equipment.
21. Act as Management's representative in the Grievance procedure, as required.
22. Develop and maintain a thorough knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
23. Perform other related duties as required.

Qualifications:

Education and Training:

- College Diploma in a related discipline from a recognized Community College with Canadian accreditation.
- Additional education in Fleet or Automotive Management and training initiatives to update and expand competencies an asset.
- Automotive Service Technician, Truck and Coach Technician, Ministry of Transportation Licences as recognized by the Province of Ontario an asset.

Experience:

- Minimum of five (5) years of experience in the management of large, unionized, and highly diversified public or private sector organization.
- Management of a full range of motorized vehicles found in a municipal fleet, including purchasing, maintenance and disposal, and a minimum of two (2) years of experience in vehicle and equipment repair in a supervisory capacity highly desirable.

Knowledge Of/ Abilities To:

- Budgeting, cost-estimating, and fiscal management principles and procedures.
- Repair of large equipment and machinery and preventive maintenance, and vehicle and equipment repair scheduling procedures.
- Managing building controls.
- CGS Policies and Collective Bargaining Agreements.
- Federal and Provincial Legislation and Regulations and Municipal By-Laws impacting the Section.
- Prepare, monitor, analyse and provide forecast reports of the current operating and capital budgets.
- Examine, analyze and develop implement and/or re-engineer operational procedures and policies.
- Co-ordinate and maintain quality assurance program.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

How to Apply:

Please visit <https://myjobs.greatersudbury.ca/> to apply online.

We must receive your resume before **11:59 p.m. on Thursday, December 21, 2023**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

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Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca