

Manager of Fleet Services

Roads, Parks and Forestry Department

Working for the City of Burlington

A great career is closer than you think. Come work for the city recognized by Maclean's Magazine as Canada's best community and best place to raise a family. You'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors and employees; and prioritizes continuous opportunities for you to learn and grow.

Job Number

RPF-88-21

Employee Group

Non-Union

Employment Status

Full-time

Position Overview

The Fleet Services section of the Roads, Parks and Forestry Department is responsible for the daily management and strategic long-range planning of the City fleet, excluding Fire and Transit Services. This position leads the development, implementation and management of corporate Green Fleet Programs and fuel management infrastructure. It is also responsible for corporate compliance with legislative requirements, including vehicle and driver licensing, driver and operator training, vehicle and equipment inspections and Commercial Vehicle Operator Registration (CVOR), excluding Fire and Transit Services

Responsibilities

As a member of the Department's management team, you will be responsible for:

- Managing fleet operations to ensure efficient and cost-effective delivery of maintenance and repair programs for all City owned or operated vehicles and equipment.
- Developing and directing activities to ensure timely repairs, quality of repair, effective preventative maintenance, legislative compliance and superior customer service.
- Managing staff and contractors in the maintenance and repair of vehicles and equipment, including workforce planning, hiring, coaching, discipline and performance management.
- Developing and managing service level agreements with clients to ensure service levels are identified and met, problems are addressed and client satisfaction is maintained.
- Researching equipment availability, effectiveness and suitability. Preparing purchase and lease specification documents and evaluates vendor submissions. Works closely with Purchasing, Department Managers, Supervisors and operators. Researching and co-ordinating vehicle and equipment site visits for demonstration purposes based on departmental and corporate needs.
- Assisting all City departments with the preparation of specification and acquisition of light duty vehicles in accordance with the Green Fleet Plan. Researches equipment availability, alternative fuel options, effectiveness and suitability.
- Management of CVOR and all other legislative requirements for the entire City fleet. Works closely with all departments including Fire and Transit to ensure adherence.
- Driver/operator training and licensing activities for all City departments, except for Fire and Transit Services. Works closely with all managers to ensure adequate training is provided. Follows up on sensitive driver related issues.
- Management of fleet stores and stockroom to ensure timely maintenance and repairs.
- Management of the fleet AVL and telematic systems. Provide co-ordination, advice and guidance to other departments on implementation of specialized fleet equipment such as radio, mobile office, and work order systems.
- Managing the fleet fuel storage and distribution systems inclusive of conventional and alternative fuels.
- Making recommendations and assisting in the preparation of the Departments Operating and Capital budgets. Preparing approved capital and replacement reports for

We thank all applicants and advise that only those to be interviewed will be contacted.

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- Council, as well as fleet budget performance reports for various departments. Preparing and managing section budget and vehicle depreciation reserve provisions and forecasts.
- Developing and implementing cost and operational efficiencies by undertaking cost studies to determine effective service delivery mechanisms, combined with reviewing, developing and implementing required policies, procedures and operational changes. Developing specifications for quotes and tenders to procure materials, purchased and contracted services inclusive of project management and contract administration.
 - Ensuring Occupational Health and Safety standards are being met, safe work practices employed and facilities and equipment are in good repair.
 - Developing and implementing Fleet policies and procedures, measures and performance indicators as needed for both management and operational oversight and control.
 - Attending and making presentations to public information centres, open houses, and Committee/Council meetings;
 - Assuming the role of Acting Director, as required;
 - Perform other duties as assigned.

Requirements

As the Manager, you will lead, develop, coach and mentor a team of approximately 15 staff. You have a track record of leadership success in a progressive work environment, with proven project and people management, financial and strategic planning capabilities. You can demonstrate creativity and adaptability in complicated and difficult situations and in managing conflicting demands from stakeholders. You possess excellent communication, report writing and public consultation skills.

You have a College Diploma in Vehicle Management and/or Asset Management Certification with preference for a Certified Public Fleet Professional (CPFP), including 5 years related experience in Fleet Maintenance within a large and complex fleet. An equivalent combination of education and experience will be considered. Your education is complemented by a minimum of five years experience in a municipal unionized environment, with at least two years at a management level.

Salary Range

\$114,824 to \$143,530 (Grade 13 – Under Review)

Posting Close Date

May 21, 2021

How to Apply

To apply, please visit www.burlington.ca/careers and click on “View Jobs”. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: hr@burlington.ca if you require accommodation to ensure your equal participation in the recruitment and selection process.

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