



OAKVILLE

# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID:1090-001

CALL NO. 25-4047

<b>Job Designation:</b>	Manager, Fleet Operations
<b>Department:</b>	Roads and Works
<b>Job Details:</b>	Permanent Full-Time (Non-Union)
<b>Salary Range:</b>	\$128,391 - \$154,131 (2024 rates)
<b>Pay Grade:</b>	208
<b>Closing Date:</b>	Applications for this position must be received at <a href="http://oakville.ca">oakville.ca</a> no later than 11:59pm on <b>March 28, 2025</b> .

Reporting to the Director of Roads and Works, the Manager, Fleet Operations manages and oversees the duties and responsibilities of the division Fleet Operations.

### **What can I expect to do in this role?**

The Manager of Fleet Operations collaborates with town-wide departments to manage the Town's fleet assets. This includes protecting their value through a realistic asset life-cycle management program, implementing a proactive preventative maintenance and repair program, and evaluating new innovative technologies. The Manager is responsible for budget preparation, administration and fiscal management and will contribute to the development, planning and implementation of strategies and goals that support service level standards and continuous improvement and drives for results that are aligned with the Corporation's strategic vision, direction and values. This position also oversees all activities of the Central Stores functions as well as the administration of driver training ensuring compliance with the Corporate Fleet Policy, Ministry of Transportation requirements including the Driver Certification Program and other related legislation.

Other responsibilities include:

- Provides strong leadership to enhance and promote Fleet Management's vision, setting strategic directions, goals and priorities and taking a proactive approach to problem-solving.
- Analyzes operational performance and identifies/implements improvements to operational efficiency. Reports to, and advises, senior management on operational performance and issues. Contributes to strategic planning and development of service delivery plans.
- Performs research to advance fleet innovation in areas such as emerging sustainability-related technologies, fuel systems, safety technology, advanced fleet systems and productivity improvements.
- Leads, directs and engages a highly professional team of approximately 24 staff. Supervise staff including recruitment, selection, hiring, assigning work, determining training and development needs, coaching and mentoring, team building, conduct performance appraisals, and determine/ recommend disciplinary action in accordance with the collective agreements and municipal policies and practices.
- Manage annual Fleet budgets (approximately \$9.8 Million operating budget and approximately \$6.0 Million capital budget) and this includes lifecycle replacement of fleets.
- Ensuring timely replacement of Town-wide assets based on condition assessment while viewing opportunities based on the total cost of ownership lens

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- Develops business unit budgets for approval. Allocated financial resources efficiently to deliver services and maintain expenditures according to budget.
- Oversees the preparation, tendering, administration and service delivery of contracts, equipment tenders and/or other agreements.
- Ensures purchased services are evaluated and reported on for assurance of quality, including recommendations for payment in compliance with contract tender specifications.
- Manages overall performance of the department according to Key Performance Indicators (KPIs) and seeks to implement operational efficiencies that enhance overall service delivery and customer service and are consistent with priorities of the Corporation.
- Participates in departmental Business Plan development through the formulation of strategic initiatives for Fleet Management Services and leads in defining the overall direction of the division (e.g. goal setting, objectives, performance indicators, policies and procedures).
- Leads future year planning efforts in collaboration with the Finance department to balance the risk between limited capital budget reserve and service level requirements, identifying an optimal replacement schedule for fleet assets.
- Participates in department planning and formulation of strategic initiatives for the division, assisting in defining the overall direction of the department, goal setting, and development of policies and procedures.
- Establishes effective partnerships with town departments and external partners to facilitate planning, coordination, and implementation of identified capital projects, acting as a liaison between stakeholders and department management.
- Supervises staff performance and manages HR programs including performance management, collective agreements and health and safety.
- Acts as an advisor or arbitrator on operational issues. Solves more complex problems and liaises with other departments, management, customers and supplier to coordinate resolution/improvement of services issues.
- Leads the preventative maintenance and repair program for a diverse fleet of over 1600 assets.
- Leads fleet data analytics to enhance fleet efficiency, safety, and performance. Utilizes data analytics to drive continuous improvement in fleet operations, including vehicle tracking, maintenance scheduling, and compliance with regulatory requirements.
- Oversees the administration of the Fuel Management System, ensuring accurate tracking and reporting of fuel usage, and preparing detailed monthly fuel dispensing reports to identify trends and opportunities for cost savings.
- Leads the development of detailed Requests for Proposal/Tender, and contract specifications in alignment with annual budgets and operating plans. This includes defining project requirements, timelines, and deliverables to ensure clarity and precision in all contractual documents.
- Directs and monitors the delivery of contracts, ensuring that all services and products meet specified standards and performance metrics involving regular communication with vendors, conducting performance reviews, and addressing any issues that arise during the contract period.
- Manages the Automated Speed Enforcement internal ticket payment processes, including the accurate tracking and retention of data for town user groups.
- Manages fleet licensing, including annual renewals and license plate replacements as needed. Ensures compliance with all regulatory requirements and maintain accurate records of all licensing activities.
- Establishes accurate and accountable control of all Fleet inventory, including but not limited to parts, supplies, materials, and tools used.
- Serves as a liaison with various user departments to review service levels and support the creation of business cases for vehicle additions/replacements and repair/maintenance budgets. Liaises with partner departments as necessary to maintain a current knowledge of field operations as they relate to fleet asset and training needs.
- Leads the Fleet Management Team in the planning and development of strategic initiatives for the town's Capital Fleet Replacement Program.
- Oversees, leads and executes all fleet procurements in accordance with corporate procurement policies.
- Leads, provides advice and direction on fleet acquisition, allocation, and disposal programs.
- Provides leadership to the Fleet Driver Trainer in the management of a comprehensive driver safety program, aimed at maximizing driver skill, ensuring safety for both drivers and the public; and minimizing liability risks.

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- Ensures town complies with its obligations under MTO Commercial Vehicle Operator's Registration (CVOR) and that safety compliance training has been provided to the appropriate town staff.
- Ensures compliance with all government regulations associated with dispensing of fuel and that all town drivers have been trained and tested on fuel system dispensing protocols and emergency procedures.

## How do I qualify?

The ideal candidate will have completed a two-year college diploma in Vehicle Management or a related field and/or Ontario Association of Certified Technicians and Technologists (OACETT). Must possess in depth mechanical/vehicle/equipment knowledge. Preference for Motor Vehicle Repair Certificates: 310S, 310T. Certified Fleet Manager designation from the National Association of Fleet Administrators (NAFA - International), membership in the American Public Works Association (APWA), and the Maintenance Council of America Trucking Associations are considered an asset. Your formal education is augmented by eight years of progressive fleet maintenance experience at the supervisory level. You have extensive experience in corporate, operations and policy settings managing staff (union and non-union) and budgets.

In addition, your experience demonstrates the following manager leadership competencies:

### **Strategic Thinking – innovating through analysis and ideas**

- meeting the expectations and requirements of internal and external customers/residents; using feedback to improve services and acting with customer/residents in mind;
- seeking clarification and direction from and making effective recommendations to the Director, as required;
- encouraging and incorporating diverse and creative initiatives and perspectives, managing the creative process of others and facilitating effective brainstorming;
- framing division direction with a thorough understanding of the department's priorities translating the division's direction into work activities;
- integrating information from multiple sources to form a comprehensive perspective;
- contributing to a culture of innovation and continuous improvement.

### **Engagement – mobilizing people, organizations, partners**

- establishing and maintaining effective relationships with staff and customers gaining trust and respect;
- writing clearly and succinctly in a variety of communication settings and styles; getting messages across that have the desired effect;
- recognizing opportunities to enhance outcomes through partnerships;
- soliciting input from and listening to staff, partners, and stakeholders;
- stepping up to conflicts, reading situations quickly to find common ground and get cooperation;
- being cool under pressure handling stress well and are a settling influence under pressure in a crisis.

### **Management Excellence - delivering results through action management, people management and financial & asset management**

- using resources (people, funding, material, support) effectively and efficiently to get things done;
- setting goals and objectives distributing workload appropriately and in an organized fashion managing workload through prudent resource planning and prioritization maintaining composure in demanding or stressful situations;
- following through on the unit's business plan from planning; implementing, monitoring and evaluating to reporting
- anticipating and adjusting for problems and roadblocks; measuring performance against goals evaluating results; responding decisively and quickly to emerging opportunities or risks;
- integrating legislation, regulations and policies into practices;
- making evidence-based decisions in a timely manner based upon a mixture of analysis, wisdom, experience and judgment; being cognizant of decisions that may be politically sensitive;
- creating a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members;

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- fostering a culture of engagement making each individual feel their work is of value and importance;
- optimizing diversity among team members to build strong teams with complementary strengths;
- clearly assigning responsibility for tasks and decisions, setting clear objectives and measures; monitoring process, progress, and results; designing feedback loops into work;
- dealing firmly and effectively in a timely manner with staffing issues; not allowing problems to fester and making difficult decisions in the best interest in the organization;
- providing challenging tasks and assignments to staff holding frequent coaching and development discussions, developing and executing plans and opportunities for staff growth; a people builder;
- monitoring and addressing workplace well-being;
- implementing strategies to achieve operational efficiencies and value for money;
- applying and monitoring rigorous systems for financial information management, internal audit, and evaluation in compliance with corporate policies and procedures.

### **Accountability and Respect – serving with integrity and respect**

- demonstrating values and ethics in personal behavior in keeping with corporate values; is widely trusted; keeping confidences, admitting mistakes and representing self truthfully.

### **Core Knowledge Required for Success:**

You are an experienced leader with a comprehensive knowledge of:

- Laws and legislation pertaining to licensing, privacy, freedom of information, copyrights and royalties;
- Occupational Health & Safety legislation and practices/processes;
- Highway Traffic Act;
- Knowledge of corporate and department policies & procedures.

### **Corporate Values:**

Teamwork, accountability, dedication, honesty, innovation and respect

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.*

**We thank all applicants and advise that only those selected for an interview will be contacted**

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