

Clarington

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

The Corporation of the Municipality of Clarington Public Services Department requires a Fleet Supervisor

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

Reporting to the Manager of Operations, the Fleet Supervisor is responsible for the administration and efficient operation of all Fleet related programs, including vehicle replacement, maintenance, repair, fuel, and service contracts, as well as the management of projects, staff, and vendors. The role will also be on-call for Fleet related matters that occur after hours.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Overseeing fleet services for the corporation. This includes work order management, preventative and demand maintenance programs, monitoring and improving service delivery based on established performance measures.
- Leading a team of staff to achieve the goals in fleet services. This includes the responsibility for supervision of staff including staff recruitment, performance

management, coaching, mentoring, training, and ensuring adherence to applicable legislations. Promoting a positive, productive, respectful, healthy, collaborative and safe work environment.

- Researching technology, promoting staff training and continuous improvement initiatives to effectively maintain corporate fleet inventory. Assisting staff with gathering diagnostic trouble shooting information from OEM dealers and product manufacturers.
- Managing the equipment hardware installations, replacements, and configurations to sensors for monitoring information for City Winter Maintenance units and all other units operating within the Corporate AVL/GPS system. Reviewing and monitoring work order performance and use data to drive future decision making.
- Researching, developing, and implementing maintenance practices customized to fleet needs with minimal disruption to user department service levels along with fostering excellent customer service.
- Commissioning of all units into service, add new and or replacement units into fleet inventory, set preventative maintenance program parameters ensure upfitting request are completed fitting user department specific needs.
- Assisting with acquisitions and soliciting vendors for the disposal of surplus Fleet units ensuring the highest resale value of the unit for the Municipality. Negotiating / liaising with outside vendors for services, supplies and repairs. Managing contracts with vendors for supplies and services.
- Inventory management including process to ensure against losses, efficient process for invoices, stocking of high demand parts, strategy to reduce waste and investigate alternate means to maintain inventory for fleet services.
- Managing capital and operating budgets, monitoring expenditures and ensure meeting budget targets. Managing and planning for fleet replacement and identifying future needs with user departments. Assisting manager in the preparation of business unit multi-year operating and capital budgets.
- Required as Duty Supervisor for on-call responses.
- Other duties as assigned.

Qualifications

The successful candidate will possess:

- Post Secondary Diploma in Business Administration, logistics or fleet management.
- 3-5 years experience in managing a diverse fleet environment.
- Must hold either 310T or a 310S license, both are preferred.
- Previous supervisory experience preferred.
- Certifications from the National Association of Fleet Administrators (NAFA) or the North American Transportation Management Institute (NATMI) considered an asset.
- Knowledge of relevant legislation relating to the Highway Traffic Act, Occupational Health and Safety Act, National Safety Code, NFPA 1901 (National Fire Protection Association Apparatus Reg.) CVOR (Commercial Vehicle Operators Registration) and TSSA
- Computer expertise required in Microsoft Office and maintenance management programs.
- Demonstrated knowledge of Green Fleet Initiatives, EV vehicle procurement and maintenance practices.
- Demonstrated ability to provide a solution oriented, customer service approach using good judgment and problem-solving skills.
- Proven ability to keep accurate and detailed records.
- Proven oral and written communication skills.

- Positive attitude, excellent organizational and customer service skills.
- Possess and maintain a valid Ontario Driver's License Class "DZ" is required.
- Must be legally able to work in Canada.

What we offer you

- Salary: \$106,621 to \$129,599 Grade 8 of the 2024 Non-affiliated Salary Administration Program.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional information and requirements

Public Works Employees are subject to standby, on call duty and may be required to work out of any Public Works location depending on work schedules and staff requirements. Employees hired externally or from another Department will be scheduled into shifts Monday through Sunday.

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be 70% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current Driver's Abstract and proof of a valid Ontario Driver's License Class "DZ" Drivers License.
- A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **Thursday, March 7, 2024 at 11:59 p.m.**

This job competition number is **File # 29-24**.

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.