



The Corporation of the City Of Brantford Fleet & Transit Services

requires

Fleet Project Manager – Job ID #2036

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Fleet Services, the Fleet Project Manager is a part of a dynamic team of professionals and is responsible for project management of Fleet & Transit Services. The Fleet Project Manager will be expected to prepare Request for Proposals, capital project cost estimates, calculations, and comprehensive tender contract documents, contract administration inclusive of site meetings, preparation of payment certificates, liaise and manage consultants, contractors and stake holders from inception to completion of capital and operational projects. The Fleet Project Manager will also be responsible to review the design, purchase and installation of electric vehicle chargers for the City's fleet including Brantford Transit, report and monitor the GPS and Camera systems on all City vehicles. Other responsibilities include the overall management and tracking of fleet on-board equipment and technology.

Other duties include:

- Fleet project lead on Fleet Maintenance, Asset Software Management system
- Project Lead on electrification of electric vehicle chargers for Fleet Services including Transit. Working with Facility, lead the Fleet team on the electric vehicle charger procurement project and installation of electric vehicle chargers. Oversee the electric vehicle charger (both for fleet & transit) charge management software system, including monitor charging/vehicle usage, reporting and access. Using the recommendation from the City of Brantford Fleet Electric Vehicle Charging Strategy, and the Transit Fleet Electrification Feasibility Study, plan, develop and budget for the growth, and continued rollout of electric vehicle & battery electric bus chargers for the ongoing fleet transition and expansion.
- Manage non vehicle and equipment projects, such as Fleet facility and equipment/assets. Budget for equipment replacement and manage removal and installation, and scheduled repairs and maintenance on facilities and equipment for 3 Fleet locations.
- Fleet equipment replacement, maintenance and support of vehicle hoists, lifts, jacks, compressors, tooling, fuel island and bulk fuel contract, bus wash, electric vehicle chargers and related equipment. Includes managing waste materials and storage such as oils/lubricants, coolant, etc. in compliance with the MOE. Develop, review, update and support Fleet and corporate policies and procedures annually.
- Represent Fleet in the public electric vehicle charger strategy; provide input, feedback and support as required.
- Performs other duties as assigned

QUALIFICATIONS

- Completion of a 2 year post-secondary Diploma in Business Administration or an equivalent combination of education, training and related experience
- 2 years' experience, in the design, construction and rehabilitation of facilities and fleet vehicles with an understanding of fleet equipment and technologies such as vehicle lifting equipment, fueling systems, automated vehicle locating systems, automated fare collection concepts and other related on-board equipment used in public transportation
- Possess an understanding of principles of project management, including project design, development, implementation cost containment/control, evaluation methods/techniques, risk management and reporting Prior experience related to vendor and contract management including understanding of processes for developing Requests for Qualifications, Requests for Proposals and the tendering and contracting process, including acceptance, review and selection of bids/tenders

- Knowledge of interpersonal techniques applied in project management to initiate/negotiate/control contract changes, negotiate with service providers to obtain deliverables within approved scope limits and to achieve client expectations
- Proficient using a variety of software applications including but not limited to MS Office Suite and MS project
- Excellent written and verbal communication skills
- Work independently, with minimal direction, and collaboratively with all staff as part of a team
- Possess a valid G driver's license un good standing during the course of employment

WAGE/SALARY RANGE: \$37.62 to \$47.03 per hour (35 hours per week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, March 28, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.