

# Fleet Services Coordinator



Job Title:  
Fleet Services Coordinator

Job Number:  
J0324-0301

Job Code:  
09B312

Job Category:  
Transportation

Department:  
Corporate Asset Management & Fleet

Location:  
Central Garage - 703 Division St.

Bargaining Unit:  
CUPE

Job Type:  
Full Time

Employment Type:  
New

Number of Positions:  
1

Hours of Work:  
40 hrs/wk

Salary:  
\$25.96 - \$31.77/Hour

Date Posted:  
April 2, 2024

Closing Date:  
April 16, 2024

## Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members 2SLGBTQIA+ communities, to apply.

## Position Summary

**\*\*Note: Pay rates are based on 2023 rates\*\***

Under the direction of the Manager, Fleet Services the Fleet Services Coordinator is responsible for scheduling maintenance and repairs with internal departments and external vendors. They will act as the liaison between fleet services, customers and vendors while being responsible for all centralized warranty and recall administration for over 600 Corporate Fleet Assets & Equipment.

#### KEY DUTIES & RESPONSIBILITIES

Schedule preventative maintenance and repairs for all three (3) fleet maintenance facilities

Action and follow up on all reported vehicle defects from driver pre and post trip daily inspections

Coordinate & Schedule recalls and warranty repairs with customers, vendors, and dealers

Coordinate and follow up on all facility related service requests with Corporate FMCS Dept

Maintain vehicle asset register files

Provide administrative support for City's owned bulk fuel management systems

Coordinate and schedule commercial driver's license renewals with all City departments

Responsible where applicable for updating training records for fleet services, customers and departments that utilize the Corporate Services Driver Training Department

Responsible for all billing and invoicing administration for direct-bill fleet customers

Provide administrative support for vehicle/equipment acquisitions

Administer and coordinate city owned shared motor pool administration and vehicle reservations through Microsoft Resources

Provide back up to parts clerks at fleet maintenance facilities when required

Reconcile weekly accounts payable uploads in the City's owned fleet maintenance software

Other duties as assigned

## Qualifications, Competencies

High School (Grade 12) diploma and a 1 year certificate in office or business administration or equivalent

Two (2) years' experience with automotive/fleet maintenance scheduling

Possess and maintain a valid class "G" Ontario driver's license

Education and training related to fleet management and customer service is considered an asset

Experience processing warranty claims and understanding the budget process are considered an asset

Core Competencies: Customer Focus, Teamwork, Results Orientation, Integrity

## Skills, Abilities, Work Demands

Proficient user of computers including MS Outlook, Word, Excel

Excellent communication skills, verbal and written

Excellent organizational and record keeping skills

Strong attention to detail

Demonstrated knowledge of safe work practices

Able to perform the essential duties of the job such as lifting, reaching, squatting, bending, climb step ladders, sitting, standing, and walking for extended periods of time

Ability to work in alternate fleet locations and shift work may be required

Must obtain and maintain a satisfactory criminal record check (CPIC)

## Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca).

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

Are you interested in this job?

I am Interested



*where history and innovation thrive*  
© 2020 The Corporation of the City of Kingston  
216 Ontario Street, Kingston, Ontario, Canada, K7L 2Z3