



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Manager, Fleet Services

Posting Number: 004805

Department: Community Operations Services Department

Branch: Operations Fleet Services

Location: Consolidated Operations Depot

Posting Start Date: 2024/04/18

Posting End Date: 2024/04/29 by 4:30pm

Employment Group: Exempt

Salary Grade: R-\$120,049 - \$141,235 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Director, Operation Services, this role manages the overall operation of the delivery of fleet management, acquisition/disposal assets, repair and maintenance programs on a variety of heavy/light equipment and licensed vehicles and; provides budget/business planning, human resources functions, staff performance and training, and quality assurance activities supporting all departments; ensure service,

maintenance and replacement programs meet service levels within budgetary limits. This role requires strong leadership abilities, technical expertise in vehicle maintenance, and a commitment to excellence.

Responsibilities:

- Providing strong leadership and guidance to staff
- Overseeing the planning, scheduling and administration of City Fleet operations. Establishing preventive maintenance schedules and ensure timely inspections and repairs to minimize downtime and maximize vehicle life cycle
- Developing and monitoring quality and customer service standards, operating procedures and productivity measures
- Developing and implementing Fleet audits, research and programs
- Consulting and coordinating with key stakeholders
- Assisting with the preparation and monitoring of operating and capital budgets and Key Performance Indicators that lead in the development and implementation of fleet management strategies to optimize efficiency and reduce costs in a continuous improvement environment
- Preparing reports and presentations
- Providing support and advice to senior management and other departments on Fleet management matters
- Ensures compliance with the Highway Traffic Act and requirements under the Commercial Vehicle Operator's Registration (CVOR) program are met in relation to fleet maintenance
- Responsible for the Fleet replacement/leasing and procurement while working within the Purchasing bylaws to ensure safety and reliability of the corporate fleet
- Oversee administration and tracking of vehicle/equipment maintenance contracts, tenders, fuel, driver training compliance, inventory and financial management records
- Anticipate, assess and evaluate internal and external factors and trends that affect the organization such as technological and organizational practices and recommend strategies
- Manage, coach and provide guidance to promote effective employee relations and increased morale, innovation and productivity toward the successful accomplishment of the Strategic Plan goals and objectives
- Stay informed about industry trends, technological advancements, and best practices in fleet management.
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust

Requirements:

- Post-secondary diploma/degree in Mechanical/Industrial Engineering, Business or related field; or any combination of education and experience deemed equivalent. Minimum of 7-10 years of progressive experience in fleet management. Minimum five (5) years direct management and leadership

experience in a unionized environment, or have an equivalent combination of education and relevant experience

- Automotive Service Technician (310S), Truck Coach Technician (310T), Automotive Propane, Motive Power Trades Air Conditioning and Heavy-Duty Equipment certifications are considered an asset.
- Membership and/or certification with NAFA. CAFM designation preferred. Experience and/or training in Business Management, Lean methodologies and change management considered an asset
- Demonstrated understanding of applicable federal, provincial and municipal legislation, acts and regulations, industry standards and best practices and operational health and safety
- Excellent interpersonal, organizational and team-building skills with the ability to establish and maintain good working relationships
- Excellent communication skills, both oral and written, to deal effectively and tactfully with a broad range of staff, senior management, elected officials, external agencies and the general public
- Strong technical, analytical, research and project management skills
- Advanced computer skills and experience using Microsoft Office (Outlook, Word, Excel, Power Point)
- Possession and maintenance of a valid Ontario Driver's Licence, minimum Class "G", in good standing, and access to a personal vehicle for occasional travel as required

Apply online at: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to

the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.