

Join our team!

Manager of Fleet and Facilities

Full Time | 35 Hours

[Internal](#) | [External](#)

Competition No. CS-24-18

\$107,015 - \$131,615 Annual Salary

The City of Wetaskiwin

Situated just 35 minutes south of Edmonton and 55 minutes north of Red Deer, the City of Wetaskiwin is the home of possibility! Nestled by the hills where peace was made, Wetaskiwin is a vibrant, sustainable, and self-sufficient small city with abundant nature and agriculture, a resilient economy, and much more.

If you would like to be part of a different kind of local government, look no further! We are a diverse, collaborative, and enthusiastic team that knows it can be done better and we are doing it! The City of Wetaskiwin is dedicated to upholding our core values, Trust, Resourcefulness, and Integrity while fostering a collaborative and inclusive environment, promoting positive, trusting, and fulfilling relationships within our team. Here we encourage the sharing of ideas for making things better and transform these ideas into actionable plans! Council's Strategic Plan guides us in exploring ways to sustain a strong economy, prioritize safety, focus on community, and the environment, all while adopting a people first philosophy outlined in the City's Corporate Business Plan.

The Opportunity

Reporting to the General Manager of Corporate Services, this position is responsible to manage and coordinate the maintenance of all City owned and leased buildings, including property, building and security systems, and is responsible for the fleet and equipment function for the City. This role includes the supervision of the Facility Team Leader, Inventory Controller, and Heavy Duty Mechanic.

Responsibilities

- Develop and monitor long-term strategic initiatives, priorities, goals, work plans, objectives, and budget that impact City fleet and facilities, which will align the Division's work with corporate business purpose and strategies.
- Actively and effectively promote team process and facilitate the successful resolution of issues and problems within the Division and between Divisions. This involves constructive conflict resolution, genuine respect for and by the team members, which are key to the group's and organization's success.
- Foster the learning and development of the fleet and facility employees to meet corporate strategic needs. This includes creating long-term plans for the development of others to meet corporate strategic human resource needs. Motivate, lead, coach, mentor, recognize and reward department employees.
- Ensure a high level of custodial service is maintained and conducts regular inspections of all City owned facilities.
- Able to network with comparator municipalities to identify best practices.
- Develop contracts for and manage contract personnel to implement ongoing preventative maintenance program for owned and leased facilities. Oversee contracts for custodial and general site maintenance issues.
- Oversee the preparation of plans, specifications, and cost estimates for assigned projects; negotiates and assists with the preparation of contracts with outside consultants and contractors; review plans, specifications, and maintenance manuals.

- Prepare and present long-range plans and forecasts for space, operational, maintenance and equipment requirements, assist in the preparation, coordination, and control of the capital budget for facilities and fleet maintenance programs.
- Participate in the assessment of the current and future needs of the Fleet & Facilities team, exploring partnership and funding opportunities, cost, and operating efficiencies; assists with annual budget process as required.
- Lead employees using the community 50-year vision as a guide.
- Act for the General Manager of Corporate Services when delegated to do so.

Education, Qualifications, and Work Experience

- Completion of a business administration management diploma or equivalent.
- 5 years of related and progressive experience including supervisory experience preferable in a municipality.
- Good working knowledge of facility maintenance - carpentry, mechanical, electrical, and masonry.
- Good working knowledge of fleet management and maintenance.
- Class 5 Driver's License required.

Knowledge, Skills, and Abilities

- Proven ability to establish and maintain effective working relationships, with advanced interpersonal communication skills and excellent presentation skills.
- Proven ability to exercise sound judgement and make decisions.
- Proven strategic thinking and planning skills (big picture thinking).
- Solid leadership and managerial skills to build high performance teams.
- Proven supervisory skills; ability to motivate and mentor employees; performance management.
- Proven ability to utilize process and procedure management processes.
- Ability to use research and reporting techniques and concepts.
- Excellent computer skills using Microsoft Office programs (Outlook, Excel, Word, and Project Management).
- Experience developing a budget and monitoring expenditures to ensure compliance to the budget.
- Ability to plan, organize and supervise projects ensuring completion in a timely and efficient manner.
- Strong knowledge of the OH&S guidelines.
- Communication skills, both verbal and written; maintain positive and effective working relationships with employees and other stakeholders.

What We Offer:

- Benefits (Health, Dental, Vision and Life Insurance) commencing on date of hire.
- Pension through Local Authority Pension Plan (LAPP).
- Employee, Family Assistance Program.
- 4 weeks of paid annual vacation time.
- 2 Personal Days per year with an additional Anniversary Day off!
- Participation in the Earned Day off program.
- Hybrid work environment option.
- Opportunities for growth within the organization.

Application Deadline and Details:

Closing Date: June 25, 2024.

How to Apply: Visit www.wetaskiwin.ca

Additional Details: Interviews may be conducted prior to closing date.

The City of Wetaskiwin is an equal opportunity employer. We celebrate diversity and encourage applications from all qualified individuals.

The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act. Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.