



Assistant Supervisor - Fleet – Kingston, Ontario

Job Number: J1224-0066

Bargaining Unit: CUPE, Local 109

Job Type: Regular Full-Time

Hours of Work: 40 hours per week

Salary Range: \$ 35.96 - \$44.84/Hour

Closing Date: December 28, 2024

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and thank these nations for their care and stewardship over this shared 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.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services while working for an organization known for excellence and innovation.

Position Summary

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**Note: Pay rates are based on 2024 rates

Reporting to the Supervisor, Fleet Operations, the Assistant Supervisor, Fleet will perform the general duties of a mechanic while being responsible for organizing, assigning, and monitoring the work of fleet team members to ensure the reliability and safe operation of the City's Fleet assets.

The Assistant Supervisor will perform a variety of duties and tasks in the day-to-day operations of the Fleet Maintenance facility, providing leadership to staff while maintaining a respectful, healthy & safe working environment.

KEY DUTIES & RESPONSIBILITIES

Prioritize, assign and monitor work of Fleet Mechanics, Apprentices, Driver Labourers and external vendors (if applicable) including review and evaluation of completed work orders. Reviews will include formulating recommendations to minimize equipment down-time and identification of cost savings

Complete required repairs and diagnostics for Fleet vehicles and equipment including identification of abnormal wear of parts and components and eligibility for warranty recovery

Conduct preventative maintenance, road tests and other inspections including Ministry of Transportation (MTO) safety inspections

Accurately complete a variety of records, safety inspection reports and other documents which are required for safety compliance, asset register and management purposes

Respond, address and resolve internal customer inquiries and concerns from Operations and other internal stakeholders including addressing running repairs and driver defects reported during pre-trip inspections

Operate / dispatch mobile service truck for boosting of equipment and mobile repairs

Organize and schedule training for staff on new equipment, tools, PPE and safety equipment

Oversee the operations of equipment and employees in a safe and effective manner in accordance with the Occupational Health & Safety Act and current Traffic Control Regulations

Ensure that work areas are kept clean and in safe condition. Perform other related duties as may be required or assigned

Qualifications, Competencies

High School (Grade 12) diploma

Must possess and maintain a valid Ontario Truck and Coach Technician (310T) license. Preferred to also hold a valid 310S certification at time of hire

5 years' experience as a licensed heavy-duty mechanic; including experience with a wide variety of diesel and gasoline operated equipment and vehicles is required, including a minimum of 2 years' experience in team leadership with a proven ability to supervise staff in a heavy-duty repair facility

Experience with electric vehicles considered an asset

Excellent knowledge of the principles and operations of diesel and gasoline internal combustion engines

Excellent knowledge of electrical systems with ability to diagnose complex wiring problems

Ability to work with electrical diagnostic equipment and diagnostic software to repair equipment

Must meet the requirement of "Competent Person" as defined in the Occupational Health and Safety Act

Must possess and maintain a valid Ontario Class G driver's license. "DZ" license preferred

Must demonstrate Corporate Competencies: Customer Focus, Results Orientation, Integrity, and Teamwork

Skills, Abilities, Work Demands

Must possess strong leadership abilities, interpersonal and communication skills with the ability to perform well in a busy environment while providing exceptional customer service to Operating departments and other Fleet stakeholders

Formal leadership training considered asset

Sound organizational skills, initiative and ability to perform tasks independently and prioritize the work of others

Sound judgement and decision-making skills

Demonstrates integrity, diplomacy and understanding of confidentiality and privacy issues

Excellent problem solving and analytical skills

Ability to work collaboratively in a team environment

Familiarity and proficient use of the Asset Works (Fleet Focus - M5) Fleet Management System considered an asset

Thorough knowledge of safe and effective operation of equipment and machinery

Able to perform the essential duties of a mechanic such as lifting, pushing and pulling

Almost continuous exposure to dust/dirt, noise and vibration

Ability to work outside in inclement weather conditions and perform all duties in a safe and efficient manner

Must be willing to work shift work and weekends if required

Must be able to obtain and maintain a satisfactory criminal record check

Obtain the certificate of qualification (310S License) within 2 years if not already held at time of hire

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

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

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.