



Supervisor of Fleet

People, Places, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

Reporting to the Manager of Operations Fleet, will assume lead accountability and responsibility for the delivery of the day to day fleet services along with preventive maintenance and legislated maintenance programs associated with such services.

Accountable for ensuring Fleet programs are provided in accordance with Provincial standards and guidelines in an efficient and effective manner consistent with the Corporation's strategic plan objectives.

Responsible for all corporate fleet including CSD, Planning, Bylaw and TPW Operations and maintenance programs which are diverse and encompass a wide range of expertise and customization.

What you will be doing

- Responsible for the day-to-day fleet services operations schedules for two shifts and 12 FTE's within the Fleet Services division.
- The first point of contact for all internal customers providing updates as to fleet availability and service schedule requirements in a timely manner allowing for operations to make adjustments to work plans with minimal disruption.
- Directly responsible for monitoring programs, complying with policies and procedures for operating and maintenance programs, warranty claims, product recall, parts and services and ensures the corporation takes advantage of available benefits and cost savings.
- In conjunction with peers, identifies and initiates major and minor maintenance requirements, directly responsible for record collection and content as well as quality control
- Assures compliance to applicable regulations governing the fleet operation and makes recommendations towards the development of new standard operating procedures.
- Provide oversight and supervision of various contracted services for Fleet such as tires, suspension, transmission work, etc.
- Continually evaluates current practices and researches alternate operating and maintenance practices, procedures and methods as well as new equipment and emerging technologies to enhance customer service and operational effectiveness and efficiencies. Participates in various committees and/or working groups to develop and implement best practices in these related areas. Attends industry related trade shows and/or manufacturer's product promotions to keep current with market trends.
- Participates in equipment life cycle replacement program including identification of replacement requirements through end user consultation, condition-based assessments and researches product availability and assists in the development of replacement specifications.
- Responsible for all aspects of internal customer service including investigating, documentation and resolving concerns and complaints or providing information, involving site meetings, phone contact and written responses.

- Assist in recruitment for new hires and responsible for the orientation of staff through training and development Program. Maintains succession planning and a balanced workforce in order to ensure an outstanding level of service is provided.
- Provides creative leadership and direction to staff within the division. Promotes teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.
- Ensures employees work in compliance with the Occupational Health and Safety Act and Corporate Health and Safety Policies and Procedures through active education, in field supervision and enforcement in order to take every reasonable precaution to protect the workers and the general public.
- Assists the Fleet and Equipment Trainer/Coordinator in reviewing and evaluating applicable training programs, advises the Manager of Operations - Fleet of any deficiencies and assists in the development and delivery of classroom and field training.
- Possess a comprehensive understanding of the collective bargaining agreement and a working knowledge of the collective bargaining process.
- Acts as backup for Manager of Fleet as required (sick, vacation, meetings, shifts overtime etc.)
- Perform other duties as assigned which are directly related to the responsibilities of the position.

Experience and Knowledge

- Minimum 6 years' Heavy Equipment trade-related experience with an additional 4 years supervisory experience, preferably in a similar municipal environment.
- Thorough knowledge of the Ontario Highway Traffic Act and the Commercial Vehicle Operator program regulations as it relates to the municipal fleet.
- Strong knowledge of fleet asset management related to life cycle planning and procurement processes, preventive maintenance and reactive maintenance planning, fuel management systems, inventory management and onboard computer diagnostic systems.
- High level of proficiency in personal computer use including program knowledge of Microsoft Office e.g. Word, Excel, PowerPoint, and Outlook, purchasing and financial and attendance applications. Strong knowledge and experience in fleet maintenance management, fuel system management, key management software and Asset Tracking (AVL) program administration.
- Ability to supervise staff utilizing strong communication skills both verbal and written. Highly motivated and highly adaptable to change and function in a fast-paced environment.
- Provides direction and recommendation to staff on health and safety as required ensuring that the Occupational Health and Safety Act, its regulations and other related legislations are followed.
- Participates in the Accident Review process as a committee member.
- Works with the Manager of Fleet to develop short and long term goals, objectives, development of corporate fleet operating standards and policies.
- Participates in various aspects of corporate fleet training as required.
- Requires knowledge of vehicle manufacturing processes. Resolves problems using technical training and applicable regulations (OHSA, Highway Traffic Act, MTO Vehicle Regulations, Commercial Vehicle of Ontario Registry (CVOR), Building Standards, etc.) related to fleet operations maintenance. Frequently applies risk management processes as part of problem analysis/resolution.
- Requires regular assessment of changing conditions and reformation of job plan and resolution, which is subject to assessment.

Education

- Successful completion of the 310T Truck and Coach Technician Apprenticeship Program at a certified community college or trade school.
- Must possess and maintain a valid 310T Truck and Coach Technician Certificate of Qualification (holding a 310S certificate in addition will be considered an asset)
- Must possess and maintain a valid Class G Driver's Licence in accordance with the Ontario Highway Traffic Act with an acceptable driver's abstract (no more than four (4) demerit points in the previous three (3) years prior to the date of hire).

We will ask you for these items if you are hired

A valid Ontario Class G driver's license in good standing, with a driver's abstract acceptable to the City (4 or less demerit points may be considered acceptable)

Supervisor Health and Safety Awareness Training Certificate from the Ministry of Labour (may be obtained post offer)

Proof of your current and valid certificate(s) and/or educational qualifications.

Current and valid Police Criminal Record and Judicial Matters Check to be provided prior to commencement in this position.

Your compensation

Nonunion (Level 5) has an annual salary range of \$94,039 to \$114,678. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

Hours of work are Monday to Friday, 7:00 a.m. to 3:00 p.m. (35 hours per week)

Advertisement expiration date

Interested candidates should apply at www.cambridge.ca/careers. This posting will close on July 31, 2025.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.