



# BUILD A CITY. BUILD A FUTURE.



## Fleet & Garage Manager

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

The Fleet & Garage Manager is responsible to the Director, Engineering Operations, in the Engineering Department for the management, direction and administration of the Fleet Operations Section of the Operations Division. The Fleet & Garage Manager, as a member of the Operations Division senior administrative team, ensures that the City fleet, garage and Works Yard facilities are operated, maintained and managed to maximum effect and efficiency on behalf of the Department and City wide.

### EMPLOYMENT STATUS

Exempt – Regular Full-Time

### RESPONSIBILITIES

- Manages, directs and controls the activities of the Fleet Operations Section staff including: the setting of priorities; assigning duties and responsibilities; maintaining an establishment of personnel who are capable of effectively accomplishing work plans, programs, objectives and expectations; and determining the future workload, staff requirements and needs for the Section.
- Develops, recommends and implements Engineering Department practices, procedures, work programs and budgets, and implements Council policies and bylaws.
- Operates independently within broad policy guidelines and budget restrictions on matters relating to the Fleet Operations functions within the Operations Division.
- Provides leadership to the Fleet Operations Section which is clear in its vision and direction yet remains flexible in its strategies.
- Creates, maintains and develops a suitable work environment which engenders high performance of individual employees working as team members.
- Identifies, prepares and presents to the Director, Engineering Operations issue papers for resources and projects requiring funding or other approval.
- Determines the resources (human, material, equipment) which may be internal or external to the Division or Department required to fulfill approved programs, and organizes and mobilizes these resources for the effective and efficient completion of such programs.
- Responsible for the purchase (tender, quotation, etc.) of vehicle and equipment within current Purchasing Policies and Procedures as well as disposition of replaced vehicles and equipment.
- Responsible for fleet operation and maintenance policies, practices and procedures toward meeting or exceeding the City's Sustainability Charter through the investigation and implementation of "green" fleet initiatives. These will include alternative fuels, vehicle right sizing and best management practices.
- Undertakes the key role in:
  - Ensuring the management, operation and maintenance of the City Fleet and Garage, and the Works yard for which the Operations Division is responsible and
  - The development and management of the Equipment Capital budgets.
- Directs and supervises professional and managerial staff in the Section which includes Fleet Administration, garage maintenance staff, truck drivers and equipment operators. The above includes monitoring and coaching towards improving attendance under the current Attendance Management Program.
- Ensure that optimum solutions are implemented in the execution of work plans, programs and projects through proactive communication, cooperation, coordination, facilitation, integration and negotiation with:
  - Internal sections of the Division
  - Other Divisions of the Department
  - Other Municipal departments

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- External private agencies/individuals, e.g. contractors, developers, citizens, consultants
- Other public bodies such as:
  - Metro Vancouver
  - Municipalities and Cities within the Region
  - Other Provincial and Federal Government Agencies
- Responsible for ensuring that all work activities are undertaken safely and in accordance with WorkSafe BC Regulations and other Safety Requirements.
- Facilitates the effectiveness and efficiency of Section staff by the development of practices and procedures.
- Manages and controls various financial management responsibilities such as budget development and ongoing administration, preparing financial reports, formulating annual programs and budgets, signing and issuing work orders, ongoing operation and refinements of the City Fleet Maintenance Management Program(s).
- Leads the development, implementation and ongoing evaluation of confidential and long-term planning affecting the Section programs and operations.
- Responsible for recruitment, selection, and promotion activities for the Section.
- Responsible for employee relations matters and represents management in the grievance process and ensures consistent interpretation and application of the Collective Agreement.
- Reviews employee performance on a continuing basis, prepares performance reviews on staff and manages the performance management process including implementing performance management plans for the Fleet & Garage Manager and its staff.
- Provides for the training and development of employees in the Section.
- Responsible for the performance review and appraisal of consultants and contractors.
- Performs other duties as directed by the Director, Engineering Operations.

## QUALIFICATIONS

- Completion of a university degree or diploma in a related discipline
- Red Seal certification in Automotive, Heavy Duty mechanic, Commercial, Transport, or a related trade
- 10 years of progressively related work experience in management; an equivalent combination of related education and experience may be considered
- Industry knowledge and experience in fleet operations, vehicle procurement, maintenance coordination
- Experience with telematics and regulatory compliance
- Experience working in a unionized environment is an asset
- Knowledge of public sector or municipal fleet operations is an asset
- Strong leadership, communication, and organizational skills
- A valid driver's license is required

## Additional Info

- M4 - \$142,797 - \$167,997 (2024 rates)
- The position requires completion of a Police Information Check
- Successful applicants must provide proof of qualifications

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6642.