



## **Fleet & Facilities Services Coordinator**

Competition #J1225-0114

### **Fleet & Facilities Services**

One (1) Permanent Full-Time Position

Reporting to the Manager, Fleet & Facilities Services, the Coordinator, Fleet & Facilities Services will assist the Manager, Fleet & Facilities Services in both day-to-day operations and also assist with budgeting, budget reporting, supervision of the Clerk II – Fleet & Facilities Services, out of scope administrative duties for the department and project/contract management. This position will also provide back-up to the department for supervisory position absences when required.

Duties include, but are not limited to:

- Creating RFP's and RFQ's within the operating and capital budgets associated with Facilities & Fleet; providing assistance with contract management services for operational and capital projects, including cost tracking and reporting for project.
- Assisting with budget creation, monitoring and reporting for budgets for Fleet & Facilities in FMW for both operating and capital budgets.
- Assisting the Manager, Fleet & Facilities Services with the on-going management of the Life Cycle maintenance schedule for each facility and mobile equipment.
- Managing the contract with electricity and natural gas service provider; maintaining tracking and performing routine analysis on utility consumption for City owned facilities.
- Tracking and monitoring purchases made by Fleet & Facilities staff to ensure timeliness and adherence to budgets and the Procurement process.
- Coordinating the building key system, providing approvals and ordering when required; coordinating responsibilities for the building security and fire monitoring systems, including coordinating annual inspections.

The successful candidate will have a Diploma in Business Administration or related field. Equivalencies of education and experience may be considered. A minimum of five (5) years' related experience in a municipal public works environment, with three (3) – five (5) years' project and contract management experience is required. The following certifications are preferred: Contract Management and/or Project Management, and Supervisory Development Citation. Experience in all aspects of operational and capital budgeting, variance reporting, etc. is necessary. The incumbent will have the capability to communicate effectively, written and orally, to both internal and external stakeholders. The position requires the ability to be self-directed within a fast-paced, team environment, working comfortably with multi-site facilities, and knowledge of municipal equipment. Strong computer skills, with an emphasis in FMW, Great Plains, Worktech, and Microsoft Office programs are essential.

**Hours of Work:** 37.5 hours per week; Monday to Friday

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$83,382 - \$98,104.50 per annum. Qualified applicants are invited to apply in confidence no later than **Sunday, December 28, 2025**, through the Career Portal on the City's website at [www.fortsask.ca](http://www.fortsask.ca).



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 300,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta District 11, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

***The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted.***