The Municipality of Chatham-Kent has an opening for a permanent full-time Supervisor, Fleet Compliancy position. The Supervisor, Fleet Compliancy, provides fleet safety guidance, assistance and advice to all levels of Municipal Staff through developing, implementing, promoting, and auditing safe vehicle and equipment work practices and programs. The Supervisor Fleet Compliancy also monitors the compliancy of the municipal bulk fuel sites as well as the lead on AVL procurement and monitoring. This position reports to the Manager, Fleet Services.

About Fleet Services: Fleet Services is responsible for the purchase, licensing, maintenance, repairs and disposal of all vehicles/equipment owned and operated by the municipality. Fleet Services is responsible for the supply of fuel through municipal owned fuel sites; regulations, purchasing and maintenance of these sites. Fleet Services is responsible for driver compliancy and training.

Please see the job profile/description attachment for full details of responsibilities and qualifications, health & safety requirements, physical requirements, etc.

Responsibilities include:

- Coordinate, implement, monitor and adhere to compliancy of the municipal operator training, vehicle and equipment safety programs which operate as part of an integrated training program within the various departments of the corporation
- Research, develop, and design leading edge, student centered and practical based training programs to meet legislated and customer needs
- Secure and/or provide training for equipment operators to properly and safely operate the full range of Municipal equipment including heavy trucks and equipment, fire apparatus, snow and ice control vehicles and safe driving practices; deliver the training in specialized areas and during peak demand periods; schedule training program delivery for driver training services, which includes training activities at the clients request
- Conduct vehicle collision investigations and remedial driver training as required
- Evaluate vehicles/equipment and operators in the field to ensure safe operation and to prevent incidents and accidents
- Assess contracted trainers performance standards and provides recommendations on future contract potential
- Review and Assess the corporate Commercial Vehicle Operators Registration quarterly or less if required; communicate with management any violations and issues
- Prepare ‘Requests for Proposals’ and/or ‘Tenders’ for outsourced training requirements, which would include detailed curriculum
- Maintain statistical data on all training activities as well as incidents and accidents
- Review/administer driver’s files on all vehicle and equipment operators which include abstracts; review and recommend corrective actions
- Promote safe driving practises through “Train the Trainer” program for various programs
- Possess signing authority for Ministry of Transportation licence upgrades/renewals/testing and for Ministry of Training Colleges and Universities Program
- Recommend corrective measures, design changes, etc., and formulate methods to control hazards specific to work environment of each of the divisions to reduce injuries and costs
- Automated Vehicle Location (AVL) management and installation
- Monitor equipment operators compliance to operate various types of equipment

Preferred qualifications:

- Post-secondary education in a related field; with four to six years of related experience; or an equivalent of related education and experience; minimum of four years of relevant experience as an Equipment Operator Trainer
- Must be eligible to apply to become a Ministry of Transportation Ontario Signing Authority
- Must have verifiable “Train the Trainer” experience
- Experience in conducting self-audits based on compliance with Ministry of Transportation requirements
Able to manage the installation and ongoing monitoring of Automated Vehicle Location System (AVL)
Knowledge of Highway Traffic Act, Commercial Vehicle Operator’s Registration (CVOR), Ontario Health & Safety Act and Regulations
Knowledge of/experience with heavy construction equipment
Basic operating knowledge of vehicles and equipment found within a municipal fleet
Operate and demonstrate most fleet vehicles fluently
Able to facilitate learning in a classroom and on-site environment in keeping with an adult learning environment
Working knowledge of the following software programs: various software programs for training program development; familiar with ARIS (Ministry of Transportation Ontario specific software); familiar with JD Edwards (or similar software programs)

Required certifications: (candidates who do not possess the following will need to obtain within one year of employment)
- Certification to conduct Provincial Driver’s License Upgrades AZ (certified to drive all licensed vehicles)
- Valid, recognized Defensive Driving (DDC) certificate
- Certified Fleet Driver Trainer, which includes an Air Brake Instructor’s certificate
- Certified in Vehicle Accident Investigation (minimum level 2)
- Train the Trainer Certificate in Forklift and Aerial Work Platform
- Commercial Wheel Service Instructors Certificate
- Certification for Traffic Protection/Book 7 Train the Trainer

Work Environment:
This position will work both indoors and outdoors.

Hours of Work:
This position works weekdays, with occasional evenings and weekends.

Driver’s license/vehicle requirements:
Because of the responsibilities, this position requires the successful candidate to have a valid (class A with a Z endorsement) Ontario driver’s license; a driver’s abstract will be conducted by the Municipality of Chatham-Kent.

Compensation:
The permanent full-time position has an annual wage range of $68,765 to $77,756, plus benefits following the successful completion of a 90 day probationary period. Participation in the OMERS pension plan is mandatory. The Municipality offers a comprehensive benefit package, including long term disability and an extended health plan. This position also allows for professional development opportunities.

Applying:
Candidates interested in the above position are asked to submit our Career Profile application form and a resume to the email address below. Please do not include a cover letter, or copies of transcripts, licenses, certificates, etc.

Applications must be received before 4:30 p.m., Thursday, July 20, 2017:
Municipality of Chatham-Kent
Attn. Cathy J. E. Hoffman, MPA, CHRL
Chief Human Resource Officer
315 King Street West
P.O. Box 640
Chatham ON N7M 5K8
Fax: 519.436.3237
Email address: Chkresume@chatham-kent.ca (preferred)

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998 or ckhr@chatham-kent.ca. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.

http://www.chatham-kent.ca