

FULL TIME EMPLOYMENT OPPORTUNITY YARD/FLEET ADMINISTRATOR



An excellent career opportunity awaits you at the Town of Huntsville. If you want to work in a community that is set in one of the most beautiful natural settings in Canada and offers a great quality of life with all the amenities, this is the job for you!

Located in Ontario's cottage country, the Town of Huntsville is the largest community in the District Municipality of Muskoka and in proximity to the west side of Algonquin Park. Within this exciting setting, the Town of Huntsville has a vibrant downtown and offers many cultural and outdoor recreational opportunities.

We are looking for a Yard/Fleet Administrator to complement our Operations & Protective Services Division. The Yard/Fleet Administrator will take the lead role in the coordination and organizing of the Madill Yard garage and related sites as well as fleet management. This position is responsible for the supervision of Mechanics and for the efficient and effective daily operation of the yard. The scope of fleet management will include tendering, maintenance of vehicles, and disposal of unused equipment as well as ordering and controlling vehicle and equipment parts. Maintains stock room ensuring stock is ordered and arranges parts and supplies for pick-up/delivery. Orders and monitors material and supplies such as signs, culverts, catch basins, construction material for the yard. Reviews monthly budget reports to ensure those areas are within budget parameters.

Ideally, the successful candidate would possess a valid Ontario Truck and Coach Service Technician Certificate and a valid Automotive Service Technician Certificate with a valid DZ driver's licence. Experience and knowledge in overseeing a mechanical repair shop as well as management of fleet plans including repair and replacement is an asset. Must have excellent analytical, interpersonal, problem solving and communication skills and an excellent working knowledge of personal computer applications.

The hourly range for this position is \$35.33 to \$38.95 and is based on a 40 hour work week including an attractive benefit package.

The Town of Huntsville is committed to providing accommodations throughout the hiring process. If you require an accommodation we will work with you to meet your needs. Qualified applicants are invited to submit a resume to the undersigned by **Noon, Friday April 19, 2021:**

Human Resources Department YARD/FLEET ADMINISTRATOR Competition

Town of Huntsville, 37 Main Street East

Huntsville, ON, P1H 1A1

hr@huntsville.ca

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Corporation of the Town of Huntsville is an equal opportunity employer who is committed to diversity in the workplace.