



The Corporation of the Town of New Tecumseth

## **Supervisor, Operations - Fleet**

Full Time Permanent

40 hours per week

**J0121-0503**

Reporting to the Manager, Roads and Fleet, this position will assume lead accountability and responsibility for the effective delivery of fleet management services through the Fleet Business Unit, which covers all fleet assets including off-road and specialized equipment. Ensures the efficient repair, preventative maintenance, refurbishment and acquisition of the Town's fleet assets based on quality standards, operating instructions and within allocated resources. Leads fleet related policy and initiatives from inception to implementation and beyond. Ensures fleet policies and programs are provided in accordance with Provincial standards and guidelines in addition to other legislative/corporate requirements. Performs maintenance work if required.

### **Requirements:**

- Requires successful completion of Grade 12 high school diploma and post-secondary education in fleet management.
- A Truck and Coach Mechanic License (310T) and/or Automotive Technician License (310S) is preferred.
- Heavy duty equipment 421-A license and/or Small Engine Technician certification is an asset.
- 5 years experience in fleet management, or as a shop manager in an auto/truck/equipment dealership
- At least 1 year of supervisory experience.
- At least 1 year demonstrated project management experience.
- Requires sound knowledge of garage maintenance practice, preventative maintenance theory, applicable legislation, industry standards, fleet management practices, processes and administration.
- Requires knowledge of applicable legislation such as the Highway Traffic Act, Motor Vehicle Inspection Station License. Occupational Health and Safety Act and Commercial Vehicle Operator
- Computer operating skills required for word processing and spreadsheets.
- Knowledge of and competency in Preventative Maintenance Management and Assets Management Systems, Fuel Management Systems and Diagnostic Systems.
- A valid "G" driver's license in good standing is required. A "DZ" driver's license in good standing is considered an asset.

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly to deliver task and goal completion to a high standard. The successful candidate will provide clear direction and open communication with employees and address employee issues promptly, objectively and respectfully. The Town of New Tecumseth values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek new ideas and creativity to maximize effectiveness to provide high quality citizen-centred services to our community.

Salary Range: \$ 78,157.16 - \$97,712.24

**To apply, please submit a cover letter, resume and copies of the required credentials (diploma, degrees, certifications, etc) by May 10<sup>th</sup> to:**

<https://Client.njoyn.com/CL3/ex/JobDetails4.ASP?CLID=56628&BDID=1&JID=J0121-0503&LANG=1>

We thank you for your interest, however; only those selected for an interview will be contacted. Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act. The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.