



FLEET SUPERVISOR

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

The City of West Kelowna is offering an opportunity for an experienced Fleet Supervisor to oversee and manage the delivery of the City's Corporate Fleet. We invite applications from candidates with proven skills, qualifications, and abilities for this full-time exempt position.

Position Summary:

The Fleet Supervisor is responsible for the City of West Kelowna's Corporate Fleet, supporting procurement, maintenance, repair, asset preservation, and disposal, while ensuring compliance with safety regulations and guidelines. This role also is responsible for ensuring the acquisition of suitable vehicles and equipment to meet operational needs and align with City policies and financial resources. The Supervisor leads the fleet team, develops policies and procedures, and promotes a safe, professional work culture. Key responsibilities include reducing fuel use and emissions, supporting fleet electrification, monitoring fleet utilization, and managing equipment procurement and renewal. The Supervisor also develops preventative maintenance programs, leads the Automated Vehicle Locator (AVL) system, and oversees third-party contracts as needed.

Our Ideal Candidate:

The ideal candidate for the Fleet Supervisor position will have a Red Seal Heavy Duty Equipment Technician or Truck and Transport Mechanic classification. A combination of experience/education may be considered. Five years of vehicle and equipment repair and maintenance experience and three years in a leadership role. Emergency Vehicle Technician (EVT) Level 1 certification and knowledge of Fire Apparatus and Aerial Equipment are preferred. A strong understanding of Automated Vehicle Locator (AVL) systems, experience with budget administration, project management, and procurement processes is essential. Proficiency in Microsoft Suite, fleet management software, and financial programs is required.

The candidate will possess strong leadership, communication, and problem-solving skills, along with the ability to motivate a team and resolve conflicts. Organizational skills, the ability to prepare procurement documents, and comfort presenting to City Council are also necessary. A valid Class 5 BC Driver's License is required.

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-16E | Opens January 23, 2025 | Closes February 24, 2025
Full Time – Exempt | 40 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$101,828 - \$119,798