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## Fleet Supervisor

📅 Posted 05-Mar-2025 (PST) | 🏢 Fleet | 💰 \$ 99387-116926 per year | 📄 Salary | 📄 Full-time Permanent | 📄 Exempt

📄 *Competitive wages, benefit and pension package. Opportunities for career development and professional advancement, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, Earned Time Off Program, flexible work environments, and Federal and BC statutory holidays.*

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the full-time exempt position of **Fleet Supervisor** in the Fleet division in our Public Works department. The Public Works department keeps our community safe by managing the roads and sidewalks in our community, the parks and cemeteries, as well as collecting our garbage and recycling and providing storm-water drainage to help prevent flooding. To help support these services, as well as those delivered by other departments, the Public Works department also manages the City's fleet of 300+ vehicles and equipment.

Reporting to the Public Works Manager, the Fleet Supervisor is responsible for the Corporate Fleet, which includes supporting procurement, maintenance, repair, asset preservation, and disposal, while ensuring compliance with safety regulations and guidelines, and administering the City's Safe Driving Program.

### Key Duties & Responsibilities:

- Leadership of the Fleet Departments employees, including training, employee development and daily work assignments. Includes staff and self-development, preparation and communication of work schedules.
- Perform general and technical assignments in researching, analyzing, monitoring, and reporting within the department.
- Develop and implement department goals, objectives and priorities.
- Develop department policy, procedures and guidelines.
- Development of annual budgets.
- Administer the City's Safe Driving Program.
- Reduce fuel use and emissions by implementing sustainable fleet practices.
- Support fleet electrification initiatives.
- Monitor fleet utilization and develop strategies to optimize its use.
- Manage equipment procurement and renewal processes.
- Develop preventative maintenance programs to extend the lifespan of vehicles and equipment.
- Oversee the City's GPS system and third-party contracts as needed.
- Organize the approach and response to demands and needs for repair, replacement and maintenance of the City's Fleet of vehicles and equipment.
- Analyze federal, provincial and local regulations and ensure regulatory compliance.
- Act as point of contact with the CVSE and other regulators within the City.
- Continue practices of innovation/research through collaborative efforts with other municipalities, industry associations, and educational organizations.
- Coordinate efforts with other City departments, professional organizations, and outside agencies on Fleet projects and programs.

### Required Knowledge, Abilities & Skills:

- Superior understanding of health and safety regulations, Carrier National Safety Code regulations, Commercial Transport regulations, Motor Vehicle Act regulations and WorkSafe BC regulations.
- Demonstrated leadership skills, including experience in conflict resolution.
- A thorough understanding of fire apparatus and aerial equipment testing, troubleshooting, regulations and maintenance, Emergency Vehicle Technician (ETV) and Utility Fleet Certification would be an asset.
- Excellent organizational skills, detail oriented and able to excel in a fast-paced and demanding environment.
- Excellent written and verbal skills.
- Superior computer skills, including the ability to use a variety of software programs (MS Office, financial software and fleet maintenance software).

### Education, Training & Experience:

- Interprovincial Red Seal certification as a Journeyman Heavy Duty or Commercial Transport Mechanic, with a minimum of 10 years' experience.
- Minimum 5-7 years' management experience in administration, supervision, procurement of goods and services, fleet maintenance and contract administration.
- Valid Class 3 Driver's Licence with air endorsement.
- Courses or certification in Business Administration or equivalent is an asset.
- Experience in developing and administering capital and operating budgets, project management and procurement processes
- Experience in developing and administering an organization wide driving program
- Supervisory experience in a unionized environment is preferred.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **March 25, 2025**.

If you require any accommodations during the recruitment process, please contact us at [HR@penticton.ca](mailto:HR@penticton.ca), (mailto:HR@penticton.ca,) we'd be happy to hear from you!

The noted compensation range is the span between the minimum and maximum salary for a position. In the normal course, employees will be hired, transferred or promoted between the minimum and approximately halfway of the salary range for a job with consideration given to internal equity.