

ROLE SUMMARY

Reporting to the Senior Manager of Public Works, the Manager of Fleet Services is responsible for all aspects of the operation, planning, and compliance of all municipal fleet assets and provincially regulated Preventative Maintenance Facilities and the centralized Public Works small tools & equipment program. Manages a multi-trades workforce engaged in maintenance and repair of municipal assets, Public Works small tools and equipment and participates in the procurement of municipal assets.

As a leader in corporate sustainability and asset management, the Manager is responsible for developing, implementing, and monitoring innovative cost-effective operating strategies and initiatives that meet corporate goals and align with Council direction, providing input, feedback, and recommendations to senior management. This includes reducing corporate greenhouse gas emissions through an advanced sustainable fleet maintenance management system and industry best practices and leading and promoting continuous improvement initiatives.

In addition, the Manager is responsible for; planning, budgeting and directing the operations, developing an effective maintenance management system that includes vehicle cost data, replacement schedule and utilization rates, and efficient use of all Public Works small tools and equipment. Maintains the Vehicle Inspection Facility Designation operating permit, implements technological changes. Oversees and administers the municipal fueling station contract, Specifications Development and Procurement processes. Ensures Fleet vehicle licensing is completed including registration and required permits. Ensures that Fleet telematics and GPS/AVL is maintained and improvements are implemented.

The Manager serves as part of the Public Works management team jointly responsible for intra and inter-departmental cooperation, corporate policy development, and implementation of the Division, Department and District Strategic Plans.

QUALIFICATIONS

- Diploma in Mechanical Engineering or related discipline, including technical courses related to the work and formal management training.
- Applied Science Technologist (AScT) with ASTTBC or as an Engineer-in-Training(EIT) or Professional Licensee Engineering (P.L. Eng) with EGBC
- Completion of Project Management Professional (PMP) certification is an asset.
- Possession of, or ability to obtain and maintain the British Columbia Inspection Facility Operator Certification and Vehicle Inspection Facility Designation Permit.
- Six years of progressive experience in managing a fleet maintenance facility/programs.

- Experienced in the development and implementation of a fleet maintenance program including related sustainability initiatives.
- An equivalent combination of education and experience may be considered.
- Possession of a valid B.C. Class 5 Driver's License.
- Demonstrated ability to lead and supervise employees in a unionized environment.
- Ability to write clear, concise, and complete reports.
- Ability to prepare and conduct presentations to various stakeholders including Council.
- Ability to cost estimate and work within a planned performance budget system.
- Thorough knowledge of the principles, methods, equipment and tools of the automotive mechanical trade, particularly as related to the overhaul and repair of automobiles, trucks and heavy construction equipment.
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector.
- Working knowledge of accounting.
- Commitment to lifelong learning, organizational excellence and knowledge development

MAJOR ACCOUNTABILITIES

Advice & Support

- Provides advice on right sizing fleet assets and development of specifications and standards, 5-year capital plan budgeting, guidance on equipment tenders, RFP's and other procurement processes.
- Provides advice on technological changes, preventative maintenance activities, best management practices relating to Fleet vehicles and practices and Public Works small tools and equipment.
- Provides advice on operator compliance with Workers' Compensation Board and Motor Vehicle Act regulations governing commercial fleet vehicles. (National Safety Code).
- Participates in the Districts Motor Vehicle Incident Review Board.
- Manages the Districts Carrier Profile.
- Maintains and updates the District's Preventative Maintenance Program Facility Licence and ensures all commercial fleet assets receive Commercial Vehicle Inspections for their safe operation on roadways.
- Adopts the Corporate Asset Management practices to achieve a sustainable funding model.
- Provides expert advice on capability of specialized heavy equipment.

- Makes recommendations to assist with implementation of the District's strategic objectives.

Leadership of Staff

- Provides operational leadership in the area of fleet centre maintenance and repair and the Public Works small tools & equipment program.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by section leaders and holds them accountable for results.
- Leads or oversees recruitment, orientation and training of new staff in accordance with District policies.
- Prepares guidelines for work performance, expenditures and use of resources.
- Evaluates the work of subordinate staff, guides them and identifies needs for development.
- Oversees the implementation of the District's health and safety program within the Division in accordance with the organization's strategic goals and legal requirements.
- Ensures District policies and standards are consistently applied and adhered to by the Division.
- Responsible for the development of a preventative maintenance program and inventory management system for the Public Works small tools and equipment program.

Division Operations

- Establishes work programs and sets priorities relevant to Division, Department and District objectives.
- Develops policy in alignment with legislation, best-practices and corporate goals and strategies.
- Directs budget preparation and administration; monitors and ensures the control and accountability for expenditures and productivity.
- Plans and organizes the effective use of available vehicles, provides input on their maintenance and timing and type of replacement.
- Provides a leadership role in the application and development of the Zero Emissions Fleet and Equipment Strategies and District Asset Management Program
- Executes replacement plans through stakeholder engagement, market research, specifications development, and contract management.
- Administers a systematic follow-up of equipment and parts warranty repairs.
- Researches and develops the implementation of new technologies.
- Performs other duties as assigned by the Senior Manager of Public Works
- Required to assist the District in providing emergency services. Duties assigned may differ from regular duties.
- Responsible for the maintenance and repair of fleet assets and two-way radio communication system.