

## **EMPLOYMENT OPPORTUNITY NOTICE EO15-302**

### **THE CITY OF GREATER SUDBURY**

**requires a**

### **MANAGER OF FLEET SERVICES REPORTING LOCATION: 1160 LORNE STREET**

### **PERMANENT POSITION (SUCCESSION PLANNING)**

### **START DATE TO FOLLOW SELECTION PROCESS**

The Fleet Services Section, Transit and Fleet Services, Assets and Finance Department of the City of Greater Sudbury, requires a Manager of Fleet Services. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,572.80 to \$4,203.50 bi-weekly.

#### **QUALIFICATIONS:**

##### **EDUCATION AND TRAINING:**

College Diploma in a related discipline from a recognized Community College with Canadian accreditation. Additional education in Fleet or Automotive Management and training initiatives to update and expand competencies an asset.

Automotive Service Technician, Truck and Coach Technician, Ministry of Transportation Licences as recognized by the Province of Ontario an asset.

##### **EXPERIENCE:**

Minimum of five (5) years of experience in the management of large, unionized, and highly diversified public or private sector organization.

Management of a full range of motorized vehicles found in a municipal fleet, including purchasing, maintenance and disposal, and a minimum of two (2) years of experience in vehicle and equipment repair in a supervisory capacity highly desirable.

##### **KNOWLEDGE OF/ABILITIES TO:**

Budgeting, cost-estimating, and fiscal management principles and procedures.

Repair of large equipment and machinery and preventive maintenance, and vehicle and equipment repair scheduling procedures.

Managing building controls.

CGS Policies and Collective Bargaining Agreements.

Federal and Provincial Legislation and Regulations and Municipal By-Laws impacting the Section.

Prepare, monitor, analyse and provide forecast reports of the current operating and capital budgets.

Examine, analyse and develop implement and/or re-engineer operational procedures and policies.

Co-ordinate and maintain quality assurance program.

P.O. Box 5000, STN A  
200 Brady Street  
Sudbury ON P3A 5P3

C.P. 5000, succ. A  
200, rue Brady  
Sudbury ON P3A 5P3

705.671.2489  
705.673.3094 (Fax)

[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

**EMPLOYMENT OPPORTUNITY EO15-302  
MANAGER OF FLEET SERVICES  
(PERMANENT POSITION)**

**PERSONAL SUITABILITY:**

Mental and physical fitness to perform essential job functions.

**LANGUAGE:**

Excellent use of English; verbally and in writing.

French verbal skills highly desirable; written skills an asset.

**OTHER:**

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

**MAIN FUNCTION:**

Responsible to the Director of Transit and Fleet Services for all decisions, strategic planning, projects, budget, goals and objectives, and problem resolution for the section. Provides direction and leadership to Fleet Services Section staff responsible for the maintenance, repair, registration, acquisition and disposal of fleet vehicles and equipment.

**DUTIES:** UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF TRANSIT AND FLEET SERVICES:

1. Manage the human, financial and physical resources of the Fleet Services Section within the approved annual budget and in alignment with CGS's vision and values, and in accordance with the annual business plan.
2. Participate in development, implementation and maintenance of policies, objectives, short and long-range planning; develops and implements project and programs to assist in accomplishment of established goals.
3. Oversees the development of the section's annual operating budget, provides advice and information to the Director of Transit and Fleet Services regarding the section's budget in the context of the divisional budget. Monitors expenditures, expenses, and controls costs throughout the budget year to ensure proper and continued operations within budget limitations.
4. Oversees procurement and disposition for all City fleet assets; approves final specifications for purchases of vehicles and equipment, approves expenditures, evaluates tenders and quotes.
5. Utilizes asset management processes and tools to ensure optimal lifecycle management. Monitors and evaluates the condition of the Corporations fleet vehicles and equipment. Optimizes lifecycle strategies to ensure effective replacement cycles.
6. In partnership with Central Control, Supply and Support staff, manage automotive parts inventory program, including purchasing, distribution, and accounting functions.
7. Oversee the receipt of new vehicles and equipment; ensures the processing, registration, licensing and Pre Inspection Delivery (PDI) inspection are completed.
8. Oversee the selling or disposal of used City vehicles and equipment.
9. Oversee activities, vendors and supplies; administer and monitor contracts for compliance and control costs; perform quality control inspections to ensure adherence to contract specifications and industry standards.
10. Monitor fleet activities by providing cost analysis of repairs, vehicle condition reports and recommend fleet optimum replacement strategies.
11. Test, evaluate and develop the use of new mechanical repair products and programs to increase efficiency.
12. Manage maintenance and repairs to Transit Terminal, Lorne Street and bus shelters throughout CGS.
13. Provide overall co-ordination and supervision of Section personnel, including the hiring, training, promotion and discipline of staff in consultation with the Director of Transit and Fleet Services.
14. Ensure proper and effective staffing of his/her area of responsibility through adequate scheduling, training and motivational techniques.
15. Oversee all facets of the daily operations of the organizational unit, ensuring compliance with Municipal, Provincial, and Federal Laws, Policies and regulations.
16. Control the major maintenance and repair of all vehicles and heavy equipment owned by CGS.
17. Plan, develop, assign, control and evaluate preventative maintenance and repair programs of all CGS fleet, Divisional equipment and facilities to ensure compliance with legislated requirements and the *Highway Traffic Act*, and that the work is performed safely with minimum disruption of various Operations.
18. Recommend the improvement, alteration or addition to shop facilities and equipment for improved efficiency.
19. Liaise with Departments to ensure that service delivery needs are met.
20. Direct Fleet safety programs. Identify and assess potential or actual danger/risk to health and safety in Fleet Section and take action to mitigate including allocation of protective clothing and equipment.
21. Act as Management's representative in the Grievance procedure, as required.
22. Develop and maintain a thorough knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
23. Perform other related duties as required.

**EMPLOYMENT OPPORTUNITY EO15-302  
MANAGER OF FLEET SERVICES  
(PERMANENT POSITION)**

**LEADERSHIP COMPETENCIES:**

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
<b>Delivering Business Results</b>			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	3	Monitors and improves quality of customer service
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
<b>Aligning People and Teams</b>			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	3	Provides feedback to encourage ongoing development
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	3	Obtains resources and takes care of the team
<b>Enhancing Personal Effectiveness</b>			
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

For further information on leadership competencies, please refer to the job posting on our website: [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs).

Qualified candidates should submit their résumé in confidence by **MONDAY, JULY 20TH, 2015 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca)** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO15-302**) on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.