



Manager of Fleet (Job #063)

Cambridge is a thriving city located in Canada's rich industrial heartland of Southern Ontario. We are strategically located astride highway 401 and minutes from major metropolitan cities. Our quality of life makes Cambridge a fine place to call home for over 130,000 citizens. Cambridge offers historic, small-town charm with diverse recreational facilities, trails and parkland, a wide range of arts, culture and theatre events and attractions throughout the year and a strong future of continued cultural, residential, commercial and industrial growth and development. Our distinctive 19th century architecture offers a beautiful backdrop for shopping, dining and colourful festivals. More information is available on the City of Cambridge web site at www.cambridge.ca

Reporting to the Director of Asset Management, within the Asset Management Division of the Corporate Services Department, this position is responsible for the following duties:

- Responsible for Budgets, specifically building and fleet annual operating and fleet replacement budgets.
- Directly involved in the preparation of the annual fleet replacement budgets as well prepares all replacement and new equipment tenders and quotes. Assists the departments with recommendations and prepares reports to council.
- Directly responsible for developing programs, policies and procedures for operating and maintenance programs, recommends project priorities, budget requirements and sources of funding and manage implementation ensuring objectives are accomplished.
- In conjunction with peers, identifies and initiates major and minor repair works, investigates and recommends fleet maintenance and preventative maintenance programs.
- Assures compliance to applicable regulations governing the fleet operation and develops standard operating procedures and leads with the development of new standard operating procedures.
- Directly responsible for the selection, supervision and administration of various contracted services for fleet services such as tires ,suspension ,transmission work and for building services such as plumbers, electricians, HVAC etc.
- Continually evaluates current practices and researches alternate operating and maintenance practices, procedures and methods as well as new equipment and technologies to enhance customer service and operational effectiveness and efficiencies. Participates in various committees and/or working groups to develop and implement best practices in these related areas. Attends industry related trade shows and or manufactures product promotions to keep current with market trends.
- Responsible for all aspects of internal customer service including investigating, documentation and resolving concerns and complaints or providing information, involving site meetings, phone contact and written responses.
- Key recruiter for new hires and responsible for the development of staff through training and development Program. Maintains succession planning and a balanced work force in order to ensure an outstanding level of service is provided.
- Provides creative leadership and direction to staff within the division. Promotes teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.
- Conducts inspections and monitoring of work performance and site safety, ensuring operational compliance with legislative requirements.
- Ensures employees work in compliance with the Occupational Health and Safety Act and Corporate Health and Safety Policies and Procedures through active education, supervision and enforcement in order to take every reasonable precaution to protect the workers and the general public.
- Reviews and evaluates applicable training programs, advises of any deficiencies and assists in the development and delivery of classroom and field training.
- Possess a comprehensive understanding of the collective bargaining agreement and a working knowledge of the collective bargaining process.
- Perform other duties as assigned which are directly related to the responsibilities of the position.

Qualifications Required:

Possession of a College diploma/Certificate of Apprenticeship, Automotive Service Technician License and Truck and coach Technician License, along with a minimum seven (7) years heavy equipment maintenance, including a minimum three (3) years supervisory experience, preferably in a unionized environment, and a comprehensive understanding of collective agreements the negotiations process.

This position is within Grade 6 of the Non-Union Salary Schedule and has an annual salary range of \$85,365 to \$104,102 per annum (35 hours/week), and a comprehensive benefit program is available.

We invite qualified candidates to apply for this position by visiting:

<http://www.jobs.net/jobs/cambridge/en-us/search/> by 4:30 p.m., Tuesday, September 8th, 2015.

We thank all who apply, however, only those who will be interviewed will be contacted.

If you require support or accommodation due to a disability, please contact

hraccessibility@cambridge.ca or 519.740.4685, extension 4640.

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used to determine eligibility for employment with the City of Cambridge only. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Co-ordinator, Clerks Division, at 519.740.4680, extension 4583.