

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Fleet Supervisor **Infrastructure Services Department** (Full-time position, 40 hours per week)

The Fleet Supervisor will organize and perform the preventative and reactive maintenance, repairs and other activities related to the Town of Orangeville ("Town") Departments fleet, large equipment, and small equipment assets. This position will oversee the Mechanic(s), fleet, equipment, and the inventory control of parts, tools, and equipment pertaining to the maintenance of Town's assets. Duties of the position include:

- Performing routine, major mechanical maintenance and repairs on vehicles, equipment and generators including, but not necessarily limited to such things as tune ups, oil changes, chassis lubrication, lights, tire rotation, engine component replacement and scheduled maintenance of Town-owned and rental vehicles and equipment as required; Responsible of Town's owned and leased vehicles and equipment across all divisions; Performing reactive maintenance, necessary repairs, seasonal equipment preparations, and respond to vehicle and equipment breakdowns as required.
- Responsible for coordinating maintenance, overseeing use and monitoring data obtained from fleet and equipment across multiple Divisions, reporting issues and concerns to appropriate Division Supervisor or Manager.
- Supervising Fleet staff, scheduling, assigning work, assisting with the selection of new hires, training, motivating, and evaluating staff; Arranging supervision of maintenance work on all fleet and equipment assets, including work undertaken by staff and outside contractors.
- Preparing, recommending, and maintaining fleet related equipment specifications and standards that ensure the safe and efficient operation of all fleet assets.
- Procurement of fleet equipment, vehicles, parts, consumables, equipment, tools, and services related to fleet, equipment maintenance and third-party services, including prepare procurement documentation, negotiate, and develop contract agreements, evaluate bids, and make recommendations on technical bids.
- Completing all documentation required to generate a complete and accurate maintenance log; Providing data entry and records for Commercial Vehicle Operators Registration, insurance information and emission testing.
- Other duties as assigned.

Qualifications:

- Three-year diploma program in Heavy Equipment/Fleet Management; Business Administration; Automotive Technology or other equivalent related field
- Must hold a valid Truck/Coach (310T) Certificate and an Automotive Service Technician (310S) Certificate, and a current and valid DZ driver's license.
- Minimum five (5) years of work experience required as a fully licensed mechanic performing mechanical maintenance work on diesel and/or gasoline powered trucks and equipment.
- Minimum five (5) years of experience in fleet management including management/supervisory experience in addition to a trade certification in a Motive Power discipline.
- Experience as a welder and operating a forklift truck.
- Membership in NAFA (Fleet Management Association) and CAFM Certification (Certified Automotive Fleet Manager) are considered assets.
- Proven mechanical aptitude with sound knowledge of heavy equipment, diesel engines, gasoline engines, hydraulic systems, vehicle electrical systems and drivelines.
- Thorough knowledge of corporate fleet management principles such as asset management, business management, maintenance management, risk management and vehicle fuel management.
- Microsoft Outlook, Microsoft Word and Microsoft Excel knowledge and skills

Hourly Range: \$45.87 to \$53.66, Band 10 on the Town's 2024 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes in confidence, addressed to Sarah Alexander, Co-ordinator, Human Resources, no later than 4 p.m. on **Wednesday, April 24, 2024**. Applications may be submitted online or in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form

is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.