

Town of Caledon

make a difference



Job Title: Coordinator, Fleet (Contract Up to 24 Months)

Closing Date: April 25, 2024, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting to the Supervisor, Fleet, this position is responsible for the coordination, administration and inventory management of fleet asset maintenance, schedules, and parts/materials. This includes but is not limited to the monitoring and ordering of fuel, oils and grease, parts as well as arranging fleet shuttle assistance and coordination of repairs for all Town department fleet assets including Fire equipment. As the Coordinator, Fleet, you will perform the following duties, including but not limited to:

- In consultation with the Fleet Supervisor, coordinates repair schedules in EMDECs to assist with distribution of repairs amongst Fleet Technicians and/or external vendors as deemed appropriate.
- Maintains inventory of all parts and materials including, but not limited to fuel, oil, and grease and update inventory in EMDECs.
- Assists with coordinating and maintaining the AVL apparatus in all designated fleet equipment.
- Coordinates the pricing quotations, acquisition and delivery of new parts or equipment, outsourced repairs and warranty work with external vendors.
- Reviews delivery packing slips for parts and materials ordered against invoice to ensure invoice is correct, Codes and reviews invoices prior to submitting for approval.
- Maintains all fleet Asset Management records (Citywide and EMDECs). Ensures Asset Management records are accurate and current and parlayed in necessary format to other departments, as required.
- Investigates acquisitions by researching fleet specifications for the purpose of fleet related procurements and assist in the preparation fleet tender specifications.
- Recommends fleet asset maintenance schedule and adjustments based on parts inventory, parts delivery and Service Requests received in EMDECs.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- In consultation with the Fleet Supervisor, modifies / alters (temporarily or permanently) parts suppliers to address shortage and urgency of returning certain fleet assets back into service. This includes recommendations to the Supervisor to consider permanent changes to parts or material suppliers.

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Business Administration, Asset Management, Mechanical Engineering Technology, Civil Engineering Technology, or closely related field. Certification in Fleet Management with the American Public Works Association or equivalent is an asset. Our ideal candidate has minimum 1 - 3 years related experience in fleet management and/or fleet maintenance supervision.

The ideal candidate will have demonstrated ability to maintain high levels of organization. We are seeking an individual with superior interpersonal skills, a demonstrated ability to solve problems, and excellent verbal and written communication skills.

The successful candidate for Coordinator, Fleet will be required to work a flexible schedule, including in the office and after hours (as required).

This position offers an hourly range of \$35.06 - \$41.57.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **April 25, 2024, 12:00PM**.*

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers
If needed and upon request, this document can be made available in an alternative format.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542