



Fleet Services Coordinator

Full-time Permanent

J0324-1450

The Town of New Tecumseth is looking for a Fleet Services Coordinator to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including compressed work weeks
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

The Fleet Services Coordinator is primarily responsible for the coordination, administration, and inventory management of fleet asset repair and maintenance schedules, parts inventory and ordering, and monitoring and ordering of, but not limited to, fuel, oils, and shop supplies. Additional duties may include assisting with the preparation of tenders, quotations, bids, commissioning of new assets, decommissioning, and disposal of surplus fleet assets.

How you contribute to our organization:

- Administers and utilizes the Computerized Maintenance Management System (CMMS) for all Service Requests and Work Orders issued to and within the Business Unit. This includes opening, closing, and verifying the accuracy of all Work Orders. As well as troubleshooting, correcting, and recommending improvements to the system.
- Creates and maintains all fleet asset records in accordance with provincial standards.
- Assist Fleet Supervisor with reviewing and investigating fleet specifications and prepares and updates fleet tender specifications.
- Coordinate repair schedules in the CMMS with Fleet Supervisor and other Business Unit Staff to assist with the distribution of work order repair and maintenance between Fleet Technicians.
- Maintain an inventory of all parts including, but not limited to fuel, oil, filters, lights, etc. and update the inventory in the CMMS as new parts arrive and parts are used.

What you bring to the team:

- Requires post-secondary diploma in Fleet Management, Automotive Parts and Service Operations, Automotive Business, Business Administration or Automotive Service Technician Licence (310S) in good standing with the Ontario College of Trades.
- Must have Class "G" level driver's licence in good standing and ability to provide a clean driver's abstract.
- Truck and Coach Technician Licence (310T) in good standing with the Ontario College of Trades and Class D Driver's licence with Z endorsement is preferred.
- Requires 2-3 years' experience working in an Automotive Mechanic Shop or Automotive Parts Store.
- Must have good understanding of fleet operations with regard to repair requirements, scheduling, and maintaining an operating fleet.
- 2-3 years' experience working in a Municipal Fleet Mechanic Shop is preferred.
- 3-4 years' performing service, repair, and maintenance on various types of vehicles and equipment is preferred.
- Valid First Aid and CPR.

Salary: \$62,982.40 - \$78,748.80, plus employer paid benefits and OMERS pension plan

Hours: 40 hours per week

Location: New Tecumseth

Start Date: May 27, 2024

To apply, please submit a cover letter, resume and copies of the required credentials by May 2, 2024.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0324-1450&BRID=EX267605&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.