

Department: Public Works

Division: Road & Park Operations

Reports to: Manager of Road & Park Operations

Supervises: Senior Mechanic, Mechanic, Storekeeper, Facility Logistics & Stores

Position Objective/Summary

The Fleet & Store Supervisor is responsible for the effective delivery of fleet management services, which covers all fleet assets including off-road and specialized equipment. This position also supervises the acquisition, maintenance, disbursement, and accountability measures of the City of Port Colborne's supply inventory. The Supervisor will ensure the efficient repair, preventative maintenance, refurbishment, and acquisition of the City's fleet assets based on quality standards, operating instructions and within allocated resources. They will lead fleet and storeroom related policy and initiatives from inception to implementation and beyond, while ensuring policies and programs are provided in accordance with Provincial standards and guidelines in addition to other legislative and/or corporate requirements. Performs maintenance work if required.

Duties & Responsibilities

- Manages fleet operations to ensure efficient and cost-effective delivery of maintenance and repair programs for all City owned or operated vehicles and equipment.
- Develops and directs activities to ensure timely repairs, quality of repairs, effective preventative maintenance, legislative compliance, and superior customer service.
- Reports on the effectiveness of the fleet and liaises with the City's Climate Change Coordinator to instill green initiatives within the fleet.
- Manages staff and contractors in the maintenance and repair of vehicles and equipment, including workforce planning, hiring, coaching, discipline, and performance management.
- Develops and manages service level agreements to ensure service levels are identified and met, problems are addressed, and client satisfaction is maintained.
- Prepares purchase and lease specification documents and evaluates vendor submissions.
- Researches and co-ordinates vehicle and equipment site visits for demonstration purposes based on departmental and corporate needs.
- Manages all aspects of the City's CVOR and all other legislative requirements for the fleet and works closely with all departments to ensure adherence.
- Conducts driver/operator training and licensing activities for all City departments, except for Fire. Works closely with all supervisors to ensure adequate training is provided. Follows up on sensitive driver related issues.
- Manages the fleet's advanced vehicle logistics (AVL) and telematic systems.
- Develops and implements cost and operational efficiencies by undertaking cost studies to determine effective service delivery mechanisms, combined with reviewing, developing, and implementing required policies, procedures and operational changes.
- Ensures the storeroom has adequate stock for all fleet related activities to conduct timely repairs and maintenance.

- Completes performance reviews of staff and jointly determine areas of development and training requirements.
- Supports/participates in the preparation and reporting of KPI's as required.
- Procures fuel for the City and manages the on-site fuel distribution systems
- Makes recommendations and assists in the preparation of the Corporation's operating and capital budgets pertaining to fleet.
- Ensures Occupational Health and Safety standards are being met, safe work practices employed, and facilities and equipment are in good repair.
- Develops specifications for quotes and tenders to procure materials, purchased and contracted services, vehicles, and small/large equipment.
- Develops and implements fleet policies and procedures, measures and performance indicators as needed for both management and operational oversight and control.
- Aid in presentations to public information centres, open houses, and Committee/Council meetings.
- Supervise and participate in preparation and maintenance of the inventory management system to requisition, stock, and provide the necessary material required by City staff in the most cost-effective manner.
- Recommend new programs; and assure that parts, invoices, and purchase orders are accounted for and are available when needed.
- Coordinate the annual auditing procedures by internal forces and external agencies as required; and supervise the annual and spot inventories to make certain that accounts and records are accurate and reconciled with the computer inventory records.
- Take necessary action to dispose of obsolete or overage material, vehicles, and equipment through approved methods including surplus auction websites.
- Supervise the coding of invoices for proper authorization and categorization for disbursement of departmental funds.
- Maintain complete catalog and parts manuals by a systematic method to locate parts and part numbers effectively and to update computer technical descriptive data.
- Determine what parts are to be stocked and establish stock levels in conjunction with the appropriate City Divisions.
- Supervise employee safety and technical training programs.
- Supervise the security of storeroom spaces.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Work Schedule

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Education

- OSSD and post-secondary education in Fleet Management at Community College or Fleet Association
- A Truck and Coach Mechanic License (310T) and/or Automotive Technician License (310S) is required.
- Heavy duty equipment 421-A license and/or Small Engine Technician certification is an asset.
- A valid Class G Ontario driver's license in good standing is required. A valid DZ Ontario driver's license in good standing is considered an asset.

Experience

- 5+ years experience in Fleet Management with 1 year supervisory experience in a unionized environment.

Knowledge

- Requires thorough knowledge of applicable legislation such as the Highway Traffic Act, Motor Vehicle Inspection Station License, Occupational Health and Safety Act, and Commercial Vehicle Operator's Registration.
- Working knowledge of and competency in preventative maintenance management and assets management systems, fuel management systems, and diagnostic systems.
- Knowledge in modern storeroom and inventory practices as well as City policies and purchasing procedures.
- Requires knowledge in budgeting processes and budget monitoring techniques.
- Proficiency in MS Office, including spreadsheets, data bases, and work order software.

Skills & Abilities

- Proven analytical, organizational, planning and leadership abilities with well-developed written and verbal skills
- Strong troubleshooting and problem-solving skills
- Ability to think critically with strong decision-making acumen.
- Ability to assign work and ensure successful completion by his/her assigned personnel.
- Able to work with minimal supervision.
- Able to handle confidential information.

Judgment is exercised in:

- Prioritizing work activities to ensure service levels are being met.
- Developing annual operating budgets to sustain fleet and storeroom operations.
- Creating and maintaining a capital fleet replacement program in line with an allocated capital budget.
- Recommending equipment, material and personnel needed.
- Responding to concerns/complaints and working to resolve issues within the fleet and storeroom.
- Ensuring the City policies, OHSA, and all applicable regulations regarding Fleet Management are adhered to.

Interpersonal Skills/Contacts

Internal

- Coordinate schedules and planned maintenance activities.
- Make recommendations on new and innovative equipment to aid City Departments.
- Assign and work effectively with co-workers emphasizing the ability to share and exchange information.
- Strong interpersonal skills to assist with defusing personnel issues.

External

- Promotion of good public relations internally and with the general-public.
- Effective public relations and communication with outside contractors and service providers.
- Respond to escalated service issues, which may include responding to Citizens who are upset or angry.



Work Demands

Carries out work assignments that require the use of various pieces of office and shop equipment, including but not limited to a computer, photocopier, scanner, mobile lifts, overhead crane, tow motor.

Job involves walking, standing, climbing, lifting, pushing, raising objects, and involves exerting up to 50lbs of force on a regular and recurring basis.

Environment

Works in an office/shop/outside environment. Site specific work will require inspections and maintenance activities throughout the City. The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, noise, fumes and/or noxious odors, traffic, moving machinery, electrical shock, or toxic/caustic chemicals.

Reviewed by department and approved by:

Scott Luey – Chief Administrative Officer

Date