

**Director of Fleet Maintenance**

## An exciting career move for a strategically minded and results-oriented leader with solid business and political acumen, who can manage diverse stakeholder needs and interests, as well as champion best practices in fleet maintenance and environmental sustainability.

***About the City of Toronto***

**Toronto** is home to more than 2.9 million people whose diversity and experiences make this great city Canada’s leading economic engine and one of the world’s most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture and innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses.

## About the Division

With the largest municipal fleet in Canada and one of the most complex fleets in North America, the City of Toronto relies on the **Fleet Services Division** to provide responsive, efficient fleet management services to City divisions, agencies and corporations that maximize safety and environmental sustainability and minimize lifecycle costs. Fleet Services is also responsible for driver training, vehicle maintenance, asset management, green fleet initiatives, such as the [Sustainable City Fleets Plan,](https://www.toronto.ca/wp-content/uploads/2019/11/9188-SustainableCoTFeets.pdf) and licensing of vehicles.

This translates into an exceptional career opportunity for a proven leader with extensive experience in managing a complex, multi-stakeholder Fleet Services operation with demanding timeframes and conditions. If you enjoy challenges, take pride in adding value and advancing change, and are a people leader with intensive knowledge of fleet maintenance, keep reading!

## About the Role

The City of Toronto is looking for a skilled strategic and lateral thinker with a strong executive presence, equally comfortable interfacing with senior management, setting multi-year work plans, and building strong partnerships with Fleet customers and effective relationships within a unionized environment, to take on the role of **Director of Fleet Maintenance** and ensure that divisional goals, objectives and priorities align with strategic directions and Council priorities.

Reporting to the General Manager, Fleet Services, you will provide direction and leadership to the Division’s Fleet Maintenance Unit, which sees to the maintenance and repair of 5,200 vehicles and specialized equipment. Along with providing strategic advice, objectives, policies and corporate stewardship through the provision of efficient, effective and economical fleet management services, you will provide leadership and advice to City partners on matters related to fleet asset maintenance.

This collaborative mandate will see you working closely with your peers in fleet asset management and business management to assess, plan, and execute upon a service delivery model that ensures the best possible service to client divisions and agencies in the most cost-effective manner possible. You will also be responsible for the stewardship of the long-range sustainability of fleet assets through strategic, high- level planning and policy development, and by recommending priority needs for short- and long-term improvements in support of the City's strategic goals.

As an innovative leader, The City and Division will rely on you to contribute to the continuous improvement of divisional performance to drive best value and remain competitive through analysis and the development and implementation of sound management practices and procedures, while providing program management staff with the direction, guidance, processes and tools they need to increase efficiencies and improve effectiveness of services provided by the Section. An innovative leader, you will participate in complex organizational and management change initiatives while administering the

section’s annual operating and capital budgets.

## About the Candidate

Your subject-matter expertise and managerial strengths have a solid foundation: a post-secondary education in a job-related professional discipline and extensive, relevant senior management experience, or an equivalent educational and work history. You are an effective decision-maker with a track record of innovation and results-oriented leadership, fiscal accountability, customer service orientation, and the ability to promote teamwork, and foster an environment that builds capacity for staff excellence.

With an extensive knowledge of Reliability Centered Maintenance methodology, and leading maintenance practices and strategies, you are adept at planning, organizing and controlling departmental activities, as well as creating, managing and developing diverse, high-performing teams of both union and non-union staff. You’re also known for your sound judgment and political acumen, and strengths as a negotiator, with a reputation for leading change within a complex organization.

This comprehensive mandate calls for demonstrated knowledge of the Occupational Health and Safety Act, the Employment Standards Act and the Human Rights Act and other relevant legislation and regulations, and collective agreements. With your strong analytical and technical skills, and ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity, Truth and Reconciliation, and respectful workplaces you’re poised for success at the City of Toronto.

A valid Ontario Class "G" Driver's Licence, with the ability to obtain a City Driver's Permit upon employment, is required, while a Certified Automotive Fleet Manager (CAFM) or Certified Public Fleet Professional (CPFP) designation, or considerable senior-level experience leading a unionized fleet environment, would be a definite asset.

To apply for this critical role in municipal fleet administration, submit your application to **Phelps** at [**careers@phelpsgroup.ca,**](mailto:careers@phelpsgroup.ca) **specifying the job title in the subject line of your-mail.** Application deadline: **February 25, 2022.**

**NOTE:** All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/). Candidates will be required to show proof of vaccination during the recruitment process.

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# Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City’s commitment to [employment](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) [equity.](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US)

# Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) [accommodation during the **application process** is available upon request.](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) Learn more about the

City’s [Hiring Policies and Accommodation Process.](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US)