

Fleet Supervisor (Night Shift)

When you join the City of Guelph, you join a team of 2000 full and part-time employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment.

As a regional top employer, the City of Guelph values its employees and offers competitive salaries, excellent benefit packages, opportunities for professional development, a healthy work-life balance, and many roles with flexible work options. Our corporate values are integrity, service, inclusion, wellness, and learning. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

The Opportunity

Resumes are being accepted for the position of Fleet Supervisor. The successful candidate will be responsible for the maintenance of the Corporation's fleet of vehicles and equipment. The functions performed in this position are in accordance with established standard operating procedures, departmental and corporate policies, sound vehicle/equipment principles and practices, with a focus on quality customer service and continuous improvement processes. This position provides for the direct supervision of staff activities associated with the maintenance of the City's fleet. Fleet Service's activities include fleet maintenance, fleet repairs, the commissioning and decommissioning of vehicles & equipment and the acquisition and disbursement of parts and material through the store operations. Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

Hours of Work

35 hours per week. Night Shift, shift work as required

Your role

- Provide first-level supervisory oversight of Fleet Services which includes staff scheduling, recruitment, training, development and performance for staff
- Provide visible and positive leadership to staff, developing and nurturing a work environment that is inclusive, respectful and motivating for staff
- Develop, co-ordinate and schedule weekly work plans
- Monitor and document actual attainment versus planned capacity
- Identify, resolve and reporting of plan variances
- Address process variances through a continuous improvement approach
- Development and on-going enhancement of reasonable expectancies
- Monitor compliance with established customer service standards
- Provide technical direction to work crews
- Training and development of team members

- Comply with all applicable regulations, policies and procedures
- Assist Program Manager, Fleet Maintenance with development of annual work plans;
- Assist the Program Manager, Fleet Maintenance with development of the operating and capital budgets for the Fleet Services Division
- Perform other related duties as assigned.

Qualifications

- Considerable experience related to the duties listed above, normally acquired through a minimum high school education and experience as a licensed technician in automotive and heavy equipment repair. Candidates with equivalent combination of education and experience may be considered.
- Leadership skills acquired through experience supervising staff or leading work teams, preferably in a unionized environment
- A valid Truck and Coach License (310T) and Auto Service License (310S) is an asset
- Valid Class 'G' driver's license with a good driving record (DZ driver's license would be preferred). Must obtain DZ driver's license within 6 months from date of hire. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements
- Technical knowledge in fleet maintenance to ensure compliance with specifications, regulations and policies
- Knowledge of MS Office applications
- Proven project management skills, organization and problem solving skills
- Ability to communicate effectively with team members, stakeholders, and the general public.
- Committed to continuous improvement and quality customer service
- Able to manage multiple and changing demands and priorities
- Proven knowledge of the Occupational Health and Safety Act and other applicable legislation

Rate

\$79,113.20- \$98,891.50

How to apply

Qualified applicants are invited to apply using our **online** application system by May 7, 2023. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer that values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your

needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.