

# Fleet - Operations Supervisor

Town of Quispamsis



## The Opportunity

Reporting to the Public Works Superintendent, the Fleet Operations Supervisor is responsible for the safe and efficient delivery of services provided by the fleet management team. Performs fleet analysis, inventory control and daily supervision of the team. The incumbent will play a crucial role in the effective function of the department, including repair and maintenance of Town vehicles and heavy equipment.

## Key Responsibilities

- Direct supervision, control and coordination of fleet related activities including inspection, repair, maintenance, and replacement of Town fleet.
- Developing specifications and purchasing equipment in line with equipment life cycle, working with respective departments managers to determine operational requirements and disposing of expired units. Provide recommendations to purchasing team during RFP process.
- Develop and sustain Preventative Maintenance Program for all Fleet equipment including Brine System.
- Assist with the development of the annual work plan, department budget.
- Support the 5S (Sort, Set in Order, Shine, Standardize, Sustain) Program in Fleet garage.
- Creating a motivating work environment that encourages self-assessment, continuous learning and improvement, achievement, and accountability.
- Recommend vehicle/equipment assignment Town wide, based on usage and needs analysis.
- Lead all departmental safety requirement activity including toolbox talk, risk assessment and monthly safety meeting.
- Development and maintenance of Standard Operating Procedures in line with department process, safety and requirements.
- In accordance with the Occupational Health and Safety Act for supervisors, directs and trains employees on how to work in a safe manner.
- Administration of employee's time utilizing the Town's time and attendance management software (Kronos).
- Ensuring departmental resources, stock and materials are properly managed and accounted for;
- Tracking departmental operations and work orders utilizing Cityworks and Q11;
- Maintain electronical records and reports on fuel, parts, and labour expenses.

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- Ensuring staff are knowledgeable and are complying with established procedures and processes
- Provide support and back up during absence of Public Works Operations Supervisors
- Other related duties.

## Essential Qualifications:

- A post secondary diploma in related field such as Fleet Maintenance and a minimum of 5 years' progressive experience in the provision of municipal services including 2 years in fleet management;
- Previous supervisory experience considered an asset;
- Candidate must be familiar with a unionized environment and current on Occupational Health and Safety Regulations;
- Ability to promote and foster effective teamwork, and establish excellence in customer service-oriented environment;
- Strong relationship building skills, ability to work with internal and external stakeholders;
- Proficient in the use of MS Office (i.e. Word, Excel, PowerPoint and Outlook), and other technology required for the day to day administration of the role; and
- Valid Class 5 Driver's Licence with an abstract meeting the Town's expectation.
- An equivalent combination of related experience and education may be considered.

## The Town of Quispamsis

*There Is No Other*, evokes the uniqueness of the town's name and the pride of its 18,000 residents who call it home. This picturesque suburban community is located in southwestern New Brunswick, 22 kilometers northeast of the City of Saint John. Quispamsis is a progressive, vibrant community with many attractive residential opportunities for all types of family units. Abundant recreational areas, quality schools, places of worship, retail and professional services are all within the Kennebecasis Valley. Our vision "A forward-thinking community where families enjoy a safe, friendly and active lifestyle surrounded by a beautiful, natural environment."

## Applications

Qualified applicants should submit their cover letters and resumes online on or before November 6<sup>th</sup>, 2020 at 12:00PM to:

Human Resources Department  
Town of Quispamsis  
Competition number: 2020-11

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*When applying online, please submit your cover letter and resume together as one document.*

Please [click here](#) to apply online

*The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.*