



## POSITION VACANCY

Call Number:	<b>2019 - 29</b>
Position:	<b>Fleet Supervisor</b>
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Monday to Friday (40 hour work week) Shift Work Under Review
Location:	Municipal Service Centre 3200 Stanley Avenue
Salary Range:	\$77,954 to \$97,442
Date Posted:	April 3, 2019
Closing Date:	<b>Thursday, April 18, 2019 at 4:30 p.m.</b>

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (Select '**Careers and Employment**' icon'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Thursday, April 18, 2019**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

**CITY OF NIAGARA FALLS**

**POSITION DESCRIPTION**  
**Municipal Works**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Fleet Supervisor

**POSITION SUMMARY:** Responsible for the supervision of staff, all repairs and preventive maintenance programs on vehicles and equipment owned and operated by the Corporation.

**DIVISION:** Operations

**RESPONSIBLE TO:** Manager of Fleet Operations

**SUPERVISES:** Mechanics (7), Small Engine Technician, Vehicle Inspection Mechanic and Maintenance Welder

**RESPONSIBLE FOR:**

1. The motivation, training, and evaluation of personnel and the scheduling of work, according to Division priorities within the section.
2. Prepares the scheduling, assigns personnel and equipment, monitors the parts and materials required to perform the repair, and maintenance. Assists when needed to obtain proper parts, and ensures work is completed in a timely manner. Includes Sub-Contractors Repairs.
3. Ensures that all health and safety regulations are adhered to within the section. Monthly meetings with staff.
4. Responsible for the work order system include approving daily timekeeping and the fleet maintenance management system.
5. Responsible for the monitoring and maintenance for all licensing, registration and MTO inspection of Fleet equipment and ensures compliance with all regulations pertaining to a repair facility.
6. Ensure that all shop equipment, scanner tools and diesel generator are maintained, updated and in safe operating condition. Responsible for Garage Shop Supplies Purchasing.
7. Assist with equipment options review, recommendations and track equipment life cycles.
8. Ensures that all Corporation policies, procedures and quality standards are met and maintained.

9. Investigates and Tracks vehicle Accidents.
10. Arrange training including equipment dealer training, as required.

**POSITION REQUIREMENTS:**

Minimum is a High School diploma.

Leadership Development or Supervisory certificate.

Valid 310T and 310S Mechanic's Licenses.

Valid Class "DZ" driver's license

At least five (5) years of experience in Fleet management.

Basic computer skills required including Excel, Cartegraph, etc.

Must be able to work shift work.

Revised: September 9, 2014  
April 4, 2018