



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 29
Position:	Fleet Supervisor
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8 hours per day (40 hours per week)
Location:	Municipal Service Centre (3200 Stanley Avenue)
Salary/Wage Range:	\$89,368 to \$111,710 per year plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	May 5, 2025
Closing Date:	May 26, 2025 at 4:00 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs Applications must be submitted online and will be accepted until **4:00 pm on May 26, 2025**.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. 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; however, only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS
POSITION DESCRIPTION

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 / DEPARTMENT: Municipal Works / Operations (Fleet)

RESPONSIBLE TO: Manager of Fleet Operations

SUPERVISES: Mechanics (8), Vehicle Inspection Mechanic (1), Fleet and Equipment Service Person (1), Maintenance Welder (1)

RESPONSIBLE FOR:

1. Provide first-level supervisory oversight of Fleet Services, including staff supervision, scheduling, training, development, and performance management.
2. Prepare the scheduling, assign personnel and equipment, monitor the parts and materials required to perform the repair, and maintenance. Assist when needed to obtain proper parts, and ensure work is completed in a timely manner. Includes Sub-Contractors Repairs.
3. Ensure all health and safety regulations are adhered to within the section. Conduct monthly meetings with staff.
4. Responsible for the work order system including approving daily timekeeping and the fleet maintenance management system.
5. Responsible for the monitoring and maintenance-of MTO inspection of Fleet equipment and ensure 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 tracking equipment life cycles.
8. Ensure that all Corporation policies, procedures and quality standards are met and maintained.
9. Investigate and Track vehicle accidents.
10. Arrange training including equipment dealer training, as required.
11. Perform other duties and responsibilities as assigned.

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 the maintenance of fleet vehicle/equipment (municipal experience is preferred).
- Three to five (3-5) years of supervisory experience (within a unionized environment is preferred).
- Basic computer skills required including Word, Excel, Cartegraph, etc.
- Must be able to work shift work.