



Fleet Service Coordinator - Job ID #452

Job Title	Fleet Service Coordinator	Status / Job Type	Full-Time
Commission	Public Works	Department	Fleet & Transit Services
Union Affiliation	APAE/Exempt	Number of Openings	1
Rate of Pay / Range of Salary	\$67,224.00 to \$84,030.00	Benefits Entitlement	Yes
Hours of Work	40 Hours Per Week	Posting Date (4:30 pm)	Oct 5, 2017
Job ID #	452	Closing Date (4:30 pm)	Oct 19, 2017

Position Summary

Reporting to the Fleet Manager, the Fleet Service Coordinator will be responsible for the management of the Transit Service Centre, coordinating and prioritizing all incoming repairs. The Fleet Service Coordinator will monitor the day-to-day operation, and oversee the repair and maintenance of vehicles and equipment from Transit, Environmental Services, Brantford Power, Brantford Lift, and other City Departments. Other duties will include but are not limited to the administration of departmental inventory functions, track technical trends and advancements, scheduling safety inspections, maintaining records, staff and attendance management, work planning and control, and specialty tool maintenance and management. The Fleet Service Coordinator will report and investigate accidents and assist with quotations and tender specifications for new equipment purchases.

Qualifications

- Completion of grade 12 or equivalent
- Must possess a valid DZ Ontario driver's license in good standing
- Must possess a valid 310S Automotive and 310T Truck and Coach Certificate

- Five (5) years' experience in the repair of equipment in a fleet environment
- Capable of demonstrating leadership skills and have the ability to organize assigned work
- Minimum Three (3) years' experience in a supervisory role
- Working knowledge of related Provincial and Federal policies and legislation, including the Occupational Health and Safety Act and Highway Traffic Act
- Ability to make decisions relative to urgency, importance and public scrutiny;
- Ability to work as a team leader or team member in a diverse environment;
- Demonstrated organizational, supervisory, and administrative abilities;
- Demonstrated interpersonal skills;
- Strong oral and verbal skills;
- Ability to prioritize and co-ordinate a multitude of tasks;
- Must have good background and knowledge of all aspects of fleet operation, covering welding hydraulics, body repair and mechanical repairs;
- Must have a full understanding of Preventative Maintenance processes;
- Familiarity with computers and a computerized work order system;
- Must be self-motivated and able to thrive in an environment with changing priorities

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.



Fleet Service Coordinator - Job ID #452

Job Title	Fleet Service Coordinator	Status / Job Type	Full-Time
Commission	Public Works	Department	Fleet & Transit Services
Union Affiliation	APAE/Exempt	Number of Openings	1
Rate of Pay / Range of Salary	\$67,224.00 to \$84,030.00	Benefits Entitlement	Yes
Hours of Work	40 Hours Per Week	Posting Date (4:30 pm)	Oct 5, 2017
Job ID #	452	Closing Date (4:30 pm)	Oct 19, 2017

Position Summary

Reporting to the Fleet Manager, the Fleet Service Coordinator will be responsible for the management of the Transit Service Centre, coordinating and prioritizing all incoming repairs. The Fleet Service Coordinator will monitor the day-to-day operation, and oversee the repair and maintenance of vehicles and equipment from Transit, Environmental Services, Brantford Power, Brantford Lift, and other City Departments. Other duties will include but are not limited to the administration of departmental inventory functions, track technical trends and advancements, scheduling safety inspections, maintaining records, staff and attendance management, work planning and control, and specialty tool maintenance and management. The Fleet Service Coordinator will report and investigate accidents and assist with quotations and tender specifications for new equipment purchases.

Qualifications

- Completion of grade 12 or equivalent
- Must possess a valid DZ Ontario driver's license in good standing
- Must possess a valid 310S Automotive and 310T Truck and Coach Certificate

- Five (5) years' experience in the repair of equipment in a fleet environment
- Capable of demonstrating leadership skills and have the ability to organize assigned work
- Minimum Three (3) years' experience in a supervisory role
- Working knowledge of related Provincial and Federal policies and legislation, including the Occupational Health and Safety Act and Highway Traffic Act
- Ability to make decisions relative to urgency, importance and public scrutiny;
- Ability to work as a team leader or team member in a diverse environment;
- Demonstrated organizational, supervisory, and administrative abilities;
- Demonstrated interpersonal skills;
- Strong oral and verbal skills;
- Ability to prioritize and co-ordinate a multitude of tasks;
- Must have good background and knowledge of all aspects of fleet operation, covering welding hydraulics, body repair and mechanical repairs;
- Must have a full understanding of Preventative Maintenance processes;
- Familiarity with computers and a computerized work order system;
- Must be self-motivated and able to thrive in an environment with changing priorities

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.