



[https://meoa.org/?post\\_type=jobs&p=6989](https://meoa.org/?post_type=jobs&p=6989)

## Technical Coordinator (Fleet)

### Description

<b>Competition Number</b>	2024-404
<b>Posting Date</b>	September 17, 2024
<b>Job Status</b>	Permanent Full-Time

The **City of Kitchener** is a vibrant and dynamic city of approximately 292,000, in the heart of southwestern Ontario. As the largest municipality in Waterloo Region, Kitchener continues to be poised for development and growth, enhancing its reputation as a leader in city-building and innovation, with nationally recognized strategies to build its neighbourhoods, its digital infrastructure and its diverse economy.

The **City of Kitchener** is WHERE you want to work! Learn more about the top reasons to join us:

[Why work at the City of Kitchener](#)

### Responsibilities

- Schedules internal and external Preventative Maintenance (PM) inspections in the Fleet Management System in a manner that meets customer needs and expectations.
- Accurate workorder creation in Fleet Management System based technical knowledge on received service requests.
- Liaise with Fleet Management and Technicians to ensure work is prioritized according to Service Level Agreements.
- Assign workorders to technicians based on licenses, skills and abilities.
- Estimating job times and arranging maintenance, repairs and other shop services with Lead Mechanic Technicians and Fleet Supervisors.
- Intake of service requests via Phone, Email or Daily Vehicle Inspection Report (DVIR) – follow up with Fleet Users to clarify requests and/or report on work completion
- Coordinates vendor-performed services such as tires, towing or other specialized automotive services, in accordance with relevant procedures and practices
- Coordinates with other Fleet administrative staff on business processes within the Division
- Liaising with Stores personnel to determine status of parts orders
- Responds to requests from clients, Fleet management/staff and vendors, and fosters good working relationships with Fleet Users
- Updates and/or corrects administrative information in the Computerized Maintenance Management System
- Verifying, correcting, and reporting incorrect vehicles and equipment data, unit assignment, locations, and maintenance parameters;
- Monitoring, reporting, and correcting anomalies in vehicle-specific preventive maintenance program

### Hiring organization

City of Kitchener

### Industry

Fleet, Transportation

### Job Location

131 Goodrich Drive, N2C 1J3, Kitchener, Canada

### Working Hours

35 hours/week (Monday to Friday)

### Base Salary

\$ 56,140 - \$ 70,444

### Date posted

October 10, 2024

### Valid through

14.10.2024

### Button

APPLY NOW

- Performs other related duties as assigned

**Qualifications**

- Minimum Grade 12 diploma or equivalent.
- Minimum 3 years of demonstrated experience in administration coordination in Automotive Servicing.
- Valid MTO G class driver’s license in good standing.
- Provide Drivers Abstract at your own expense as a condition of employment.
- Red Seal Trade from associated College (310T or 310S or Both) and Completion of Automotive Service Advisor Certificate as an asset.
- Proficient in the use of computer software packages including Computerized Maintenance Management Systems (CMMS); Microsoft Word & Excel.
- Reliable with a good attitude and employment record.

**Job Benefits**

<b>Department</b>	Infrastructure Services	<b>Division</b>	Fleet
<b>Union Affiliation</b>	CUPE 791	<b>Number of Positions</b>	of 1
<b>Hours of Work</b>	35 hours per week, Monday to Friday		
<b>Location</b>		<b>City</b>	Kitchener
<b>Initial Location</b>	Kitchener Operations Facility		
<b>Compensation</b>			
<b>Salary Range</b>			

**Contacts**

The City of Kitchener is committed to an equity-driven, inclusive, accessible, and barrier-free recruitment and selection process, and to ensuring our workforce reflects the full diversity of the community we serve. We welcome applications from Indigenous, Black, racialized and 2SLGBTQ+ persons, as well as other equity deserving groups.

We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please contact Human Resources at [recruitment@kitchener.ca](mailto:recruitment@kitchener.ca), or 519-741-2200 ext. 7261 to make your needs known, so that we can support your full and equal participation throughout the hiring process.

We appreciate the interest of all applicants. Only candidates whose skills, experience and qualifications meet the requirements of the position will be contacted.

*Please note that as per Human Resources Policy HUM-HIR-110, "Employment of Relatives of Staff Members and Elected Officials":*

*"The immediate relatives of staff of the Human Resources Division, all Directors, General Managers, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity.*

*The immediate relatives of all other Management personnel shall not be employed where such employment would be:*

- 1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
- 2. within the same Division in the case of students."*

