



Job Ad

Ministry: Ministry of Transportation
Division: Regional Operations Branch
Position Title: HEAD, FLEET SERVICES
Duration: 1 Permanent
Location: 623 S James Street, Thunder Bay, P7E 6P6, North Region
Compensation Group: MCP
Salary: \$57,051.00 - \$70,069.00 per annum
Position Status: Open
Job Code: OST17 - Skills & Trades OM-17
Schedule: 6
Category: Maintenance and Trades
Job ID: 13586

Would you like to utilize your knowledge of garage operations and equipment operational requirements and repair? Are you looking for an opportunity to demonstrate your strong project management expertise? If you find yourself answering yes to these questions, you may want to join our division and become a key player in fleet management for the northwest region!

You will be responsible for the management of fleet and equipment operational requirements for the Northwest Region, which includes the maintenance of equipment at 29 remote northern airports. This involves providing ministry equipment users with the right equipment, in safe operating condition, at a prudent cost and in a timely manner. In addition, you will provide internal and external clients with technical expertise, knowledge and support on vehicle and equipment-related issues. Making recommendations on equipment replacement and new equipment acquisitions, administering the disposal of surplus equipment, as well as planning, organizing, monitoring, and overseeing repair operations will also be components of this challenging role. In addition, you will ensure relevant ministry policies, specifications, standards, and legislation are adhered to, as well as represent ministry concerns with respect to the preparation of equipment specifications for tenders, administration, and coordination of inspections.

Qualifications: knowledge of garage operations and equipment operational requirements and repair normally attained by completion of a Motor Vehicle Mechanic Certificate and a Heavy Duty Mechanic Certificate from the Ministry of Training, Colleges, and Universities; knowledge of fleet management theories, policies, practices and standards, effective business management practices to manage the fleet management program for the region, as well as knowledge of the types of vehicles and equipment used throughout the region; knowledge of a variety of related legislation and policies, including operational, financial, and contract management, Highway Traffic Act, maintenance, equipment acquisition and disposal, Occupational Health and Safety Act, and Equipment Management Information Systems; supervisory skills and knowledge of related human resources policies and programs to manage staff; communication skills to develop reports and proposals, provide technical expertise, and negotiate with contractors, vendors and clients; project management skills to coordinate and undertake various reviews and investigations; demonstrated knowledge of computers and software, including word processing, spreadsheets, databases, and email applications; valid driver's licence to travel to conduct inspections.

Posting Date: Friday, November 07, 2008

Closing Date: Monday, November 24, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Northern Recruitment Centre - Ministry of Government Services
159 Cedar Street, Suite 404
Sudbury, Ontario, P3E 6A5
Fax: (705)564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

The Ontario Public Service is an equal opportunity employer.

Accommodation will be provided in accordance with the Ontario Human Rights Code.