



Job Specification

Position Title: HEAD, FLEET SERVICES
Job Code: MCP - Skills & Trades OM-17, OST17
Job ID: 13586

Purpose of Position:

To manage fleet management and equipment operational requirements to provide ministry equipment users with the right equipment in safe operating condition at a prudent cost and in a timely manner. In addition, to provide internal/external clients with technical expertise, knowledge and support on vehicle/equipment related issues.

Duties/Responsibilities:

Under the general direction of the Manager, Business Services, the incumbent supervises the fleet, field operations, operator training and provides technical assurance of fleet provisions in contracts, by:

1. Establishing the equipment needs, placement, priorities within the region in conjunction with equipment users and appropriate managers while monitoring usage and controlling cost. Acquiring some equipment, assigning equipment, maintaining equipment, monitoring usage, training operators. Recommends the disposal of surplus equipment and reconciliation of missing assets.
2. Making recommendations on equipment replacement and new equipment acquisitions and determining the most cost-effective manner of obtaining and replacing equipment within the region by continually reviewing and comparing the cost of owning, leasing, or renting, preparing lease and rental tenders and/or equipment replacement requests.
3. Planning, organizing, monitoring and overseeing the field and private repair operations in the inspection, maintenance and repair of equipment for MTO. Ensuring the most effective / efficient repair service is provided by the private sector. Co-ordinating, establishing and managing procedures for parts and labour procurement and payment from private sector vendors (P-card – ARI Fleet Card).
4. Supervises repair tenders, privatization initiatives including identifying strategies and equipment maintenance contracts or agreements. Within the context of acquisition processes and guidance of the purchasing section, procures and negotiates prices and discounts for service and parts.
5. Administer disposal of surplus equipment through the disposal company or direct sale to Ministry contractors, municipalities, or other ministries.
6. Ensuring relevant ministry policies, specifications, standards and legislation are adhered to. Managing fleet files (hard copy and computerized). Managing health and safety requirements, implementing updates, controlling modifications to equipment.
7. Developing and managing the equipment budget for the region, forecasting annual expenditures, monitoring and controlling expenditures; ensuring optimum return on the equipment investment using moderate risk management to maximize usage, while minimizing operating costs without compromising safety.
8. Representing MTOs concerns, as well as those of other ministries and external agencies with respect to the preparation of equipment specifications for tenders, administration and co-ordination of inspections; responding to contract administrators concerns and requests; providing expertise on a wide range of equipment and fleet management matters, dealing with fleet management contractors/agencies.
9. Supervising staff in several different positions, including: the selection of staff, discipline, performance appraisals, ongoing training in compliance with legislative requirements, and participating in the grievance process.
10. Implementing new initiatives, such as fleet management system, equipment rental rate procedures, cost reports and equipment disposal procedures, providing related training and procedural changes. Providing advice on equipment/fleet matters in relation to Ministry outsourcing initiatives – developing

and implementing associated plans.

Knowledge:

Thorough knowledge of fleet management theory, policies and practices and standards and effective business management practices to manage the fleet management program for the region and to provide expert technical advice/ recommendation to senior management and internal/external clients. Thorough knowledge of vehicles and equipment used throughout the region.

Excellent knowledge of Ministry operations, client operations and business directions/objectives, as well as knowledge of variety of related legislation and policies: contract management, HTA, maintenance, equipment acquisition and disposal, Occupational Health and Safety Act, Equipment Management Information Systems, ministry operational, human resources and financial directives, etc.

Excellent knowledge of garage operations and equipment operational requirements and repair normally attained by completion of Motor Vehicle Mechanic Certificate and Heavy Duty Mechanic Certificate from Ministry of Education and Training.

Excellent verbal and written communication skills to develop reports and proposals for management, revise policies, provide technical expertise, negotiate with contractors and vendors and clients, train staff in operation of equipment, discuss and present proposals for new initiatives to management.

Well developed project management skills to coordinate and undertake various reviews and investigations. Excellent supervisory skills and knowledge of related HR policies and programs to manage subordinate staff including: hiring, delegation of duties, training, performance review and discipline. Thorough knowledge of financial policies and processes to manage the financial/budgetary responsibilities of the regional fleet/equipment budget.

Demonstrated knowledge of computers and related software, ie: E-Mail, Lotus 1-2-3, Excel, Word Perfect, Fleet Management Systems. The ability to interpret fleet information and make sound business decisions. A class "G" drivers licence.

Judgement:

Position receives general direction and objectives from manager and manages within administrative policies, standards, guidelines and legislation. Position exercises considerable independence when undertaking reviews/studies and developing strategies to meet defined objectives.

Judgement is required in assessing and meeting the equipment needs of regional and district managers, in negotiating with private contractors, suppliers, and repair garages on contract and performance issues, making technical decisions related to fleet standards and needs in fleet contracts, making day-to-day management decisions on operational, human resources, legal, technological and financial issues. Judgement is used by position to determine priorities of fleet management within the region and assessing equipment needs of clients to meet regional, program and financial objectives; interpreting ministry directives, equipment policies, procedures and standards.

Accountability - Programs:

Position is accountable for efficient administration of the fleet management office within budget and effectively utilizing all resources and management of staff. Position is accountable for the technical expertise provided to clients and the accuracy and completeness of analysis and recommendations in reports to management.

Accountability - Personnel:

Position is accountable for the effective supervision of the fleet management program within the region which include: Area Equipment Coordinators, Equipment Control Clerk, Parts Person(s) and Equipment Instructors. Position also accountable for the provision of effective training courses, such that operators are properly trained and evaluated.

Accountability - Finance & Material:

Position is accountable for the timely supply of the appropriate equipment in safe operating condition to users at a prudent cost.

Inappropriate decisions could result in the wrong, unsafe or poorly conditioned equipment that could cause delays or accidents that could jeopardize the safety of the ministry's staff and the public, or incur unnecessary costs to the ministry by way of poor road conditions and potential law suits. Poor or improper maintenance could result in premature and/or costly replacement of vehicles and equipment. Poor contract management could result in delays and lawsuits, claims against the ministry resulting in additional costs. Accountable to work within the budget allocated annually. Position is accountable for management of the equipment budget for the region and ensuring policies, specifications, standards and legislation are adhered to through effective communication and follow up on implementation of new policies and initiatives.

Poor management of funds and materials could incur unnecessary cost to the taxpayer.

Accountability - Impact of Errors:

Inappropriate decisions could result in unsuitable, incapable and unsafe equipment being sent to users which could cause delays/accidents, thereby jeopardizing the safety of staff and the traveling public, and unnecessary costs to ministry by way of poor road conditions and potential law suits. Poor or improper maintenance could result in premature or costly repairs/replacement of vehicles and equipment. Poor contract management could result in delays and lawsuits, claims against the ministry.

Contact - Internal:

Directly supervises the Area Equipment Co-ordinators, Equipment Control Clerk, Parts Person(s) and the Equipment Instructors. Position has regular contact with managers of all operational offices in the region requiring equipment and vehicles, including maintenance patrols/areas, construction, operations, etc., to determine equipment needs, obtain information for forecasting and resolve equipment problems. Regular contact with colleagues across regions and Equipment Engineering Office.

Contact - External:

Regular contact with private repair garages and suppliers to negotiate agreements and monitor performance. Occasional contact with private contractors to discuss problems. Occasionally with the police regarding accidents and liabilities. Regularly with other ministries to negotiate agreements and monitor performance. Regular contact with private repair garages and suppliers to negotiate agreements and monitor performance.