

# FLEET SERVICES SUPERVISOR

Reporting to the Manager of Transportation and Procurement, the Fleet Services Supervisor is responsible for performing various administrative and supervisory duties related to the Fleet Services Branch in the Department of Operations.

This position will also perform the following duties:

- Planning, coordinating and supervising the activities of workshop staff engaged in various duties such as: diagnose, troubleshooting and general repairs and maintenance of all vehicles, heavy and light duty equipment within the Operations, Parks & Recreation, Police and Fire Departments.
- Recommend the purchase of new mechanical equipment and requisition for the purchase of parts and supplies for all equipment.
- Undertake the selection, training, promotion and discipline of personnel.
- Maintain necessary records, electronic and otherwise, for the proper operation of the Fleet Services Branch and accurately monitor equipment service history.
- Keep abreast of developments in the field of equipment advances.
- Ensure the safety procedures and standards are followed by personnel throughout the work units.
- Assist with the annual operating and capital budgets.
- Assist in the submission of recommendations to the Director of Operations as to the acquisition of corporate rolling stock, tools, equipment and supplies as well as lands, buildings and other assets.
- Ensure compliance with Occupational Health and Safety work practices and procedures.
- Lead, support and participate in health and safety.

Qualified candidates will possess:

- A post-secondary education in Vehicle Maintenance and Fleet Services or equivalent combination of education
- Journeyman Mechanic with light and heavy equipment experience
- 5 years' experience in fleet management systems and municipal environment with a minimum of 2 years' in a supervisory role
- Valid Class 3-A driver's license
- Good knowledge of accounting methods and procedures
- Good knowledge of the principles of supervision, organization and administration
- Effective interpersonal, verbal and written communication skills

Salary: \$86,304 to \$107,772 annually

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. July 19, 2024, outlining your credentials and names of references and indicating Competition #24-50, to:



City of Moose Jaw, Human Resource Services  
Fax: (306) 694-4517 or E-mail: [postings@moosejaw.ca](mailto:postings@moosejaw.ca)

*We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.*