

One of life's great opportunities is the opportunity to coach, mentor and lead a team. To pass your knowledge and wisdom on to others. To support and enable them to do their very best work and to encourage them in difficult times. And in doing so, to leave a legacy. This could be the position you have been waiting for; Supervisor, Fleet Services leading the Fleet Services team at Hydro Ottawa.

JOB SUMMARY

The Supervisor, Fleet Services is responsible for the life-cycle management of the fleet of vehicles and equipment, including planning, forecasting and monitoring high value budgets, directing the operation of fleet support services (repair garage, stockroom, fuel, customer services, etc.), acquisition and disposal of assets including preparation of tendering specifications. The Supervisor, Fleet Services is also responsible for providing a safe and cost-effective vehicle and mobile equipment program and provides direct oversight to compliance related vehicle maintenance activities with respect to occupational and public safety.

MAJOR RESPONSIBILITIES

- Oversight of the day to day and annual cyclical planning and operations of the utility fleet, including all compliance matters related to vehicle maintenance with respect to occupational and public safety
- Manage the complete cycle of the overall fleet of vehicles and equipment, and includes coordination of activities with users, planning, acquisition (tendering), maintenance, and controlling and disposal functions
- Supervise Fleet Services employees, recruit new staff, ensure appropriate training is provided and aligns with new products and technology, delegate tasks and assignments, define goals, provide feedback on performance and ensure strict adherence to all health, safety and environmental standards, other applicable laws and regulations and Hydro Ottawa policies and procedures
- Provide technical oversight and direction to technicians including risk analysis, and ensure safe work practices by contractors/vendors
- Ensure Hydro Ottawa's compliance with legislated requirements (CVOR, MOL, EUSA, CSA, MOT) as they relate to fleet operations and maintenance of vehicle-mounted aerial devices
- Ensure the organization's fleet operations comply with Ontario regulations pertaining to the operation of large vehicles by maintaining vehicle maintenance and component performance, and renewing vehicle licenses annually
- Manage an in-house fleet repair facility, a stockroom with replacement parts and lead coordination of external fuelling activities and price negotiation activities
- Ensure the provision of a safe and cost-effective vehicle and mobile equipment program by managing all aspects of fleet life cycles, from planning, tendering, commissioning, equipment maintenance, monitoring, controlling budgets and ultimately disposing of assets in order to maximize use and minimize ownership costs and downtime.
- Analyze and determine root cause of fleet incidents and collaborate with stakeholders on operational and equipment improvements to prevent recurrence
- Identify and make recommendations regarding fleet management matters to management, including opportunities for improvement with respect to productivity and process improvements
- Conduct research, monitoring and planning related to fleet-greening initiatives and opportunities applicable to Hydro Ottawa's operations
- Prepare and control multi-year operational and capital budgets for a multimillion-dollar fleet to ensure effective financial planning and controls.
- Conduct surveys on market prices and availability
- Assess various fleet acquisition options such as purchasing, leasing, or renting of new or used vehicles and equipment (cost benefit analysis)
- draft estimates for operational and capital budgets
- Monitor and control ongoing expenditures and report on final results and variances
- Maintain a rolling multi-year capital replacement plan
- Develop technical specifications
- Initiate tender calls, review submissions, and make recommendations for award of contract.
- Ensure that the aerial devices' inspection and maintenance program complies with applicable legislation and that stringent records are maintained
- Define and implement policies and processes, roles, and procedures for the Fleet Services unit, and ensure quality control
- Accountable for oversight of inventoried supplies (replacement parts and fuel) and reconciliation to work order charges
- Manage relationships with and oversee use of 100+ contracting agencies for repairs and parts
- Oversee the maintenance program planning and implementation, including notification and coordination of service with operational stakeholders
- Monitor and make recommendations to management and operational stakeholders regarding repair versus replace strategies using a cost-benefit approach, taking into account operational needs
- Interview and select vendors and external service providers
- Oversee the management of the fleet telematics system and the fleet maintenance system, including implementation and ongoing maintenance and upgrades, defining organizational requirements and providing oversight for validation, testing, training and technical support
- Support power-restoration or other emergency related events with respect to fleet operations and maintenance
- Perform other related duties as assigned

EDUCATION AND EXPERIENCE

- Post-secondary education with a minimum 7 years' experience as a licensed truck and coach technician (310T)
- Minimum of 3 years' experience supervising a team in a fleet environment with light and heavy duty vehicles (bucket trucks, diggers and cabling equipment)
- Post secondary education in business administration, mechanical or automotive engineering (or a related field) also considered an asset
- Automotive Technician license (310S), Certified Fleet Business Administrator or Manager (CFA/CFM), Aerial certified, Fluid Power or equivalent also considered an asset
- Experience in preparing and managing significant capital and maintenance budgets, project management, and fleet specification writing
- Experience with planning, acquisition (tendering), maintenance, and disposal of fleet assets
- Strong computer skills; proficient in the use of office productivity and collaboration tools, preferably G Suite
- Experience working with an Enterprise Resource Planning software, fleet maintenance software and Telematics software
- Experience preparing and delivering fleet reports for management consumption
- English essential, both oral and written; Bilingual (French/English) considered an asset

ADDITIONAL REQUIREMENTS

- Valid Driver's License - Class G
- DZ driver's license considered an asset
- Successful completion of Driver Competency Assessment

This is a management group opportunity and salary will be commensurate with qualifications.

Hydro Ottawa offers a Hybrid Work Model. Hybrid work is position specific, the details of which the hybrid model will be discussed with successful candidates.

Hydro Ottawa is committed to establishing a qualified workforce that reflects the diverse population it serves and we encourage applications from all qualified individuals. We are also committed to preventing and removing barriers to employment for people with disabilities, and we invite you to inform us should you have any accessibility or accommodation needs.

Selected candidates must be legally entitled to work in Canada.