

# TOWNSHIP OF EDWARDSBURGH CARDINAL

## JOB DESCRIPTION

**JOB TITLE:** Fleet Coordinator  
**REPORTS TO:** Director of Operations  
**SALARY GRID LEVEL:** 5  
**Date:** January 2025

### **Position Summary:**

Reporting to the Director of Operations, the Fleet Coordinator is responsible to lead the activities of the maintenance department to ensure that fleet and heavy equipment is available, dependable and safe at all times.

Provide hands on quality service while adhering to all Municipal and Provincial policies and regulations. The Fleet Coordinator will also provide guidance on preventative maintenance programs, compliance programs and general direction of the Maintenance Department and be a key player in the Asset Management Program (AMP).

### **Duties and Responsibilities:**

- Analyze maintenance costs and provide recommendations on fleet utilization and replacement.
- Track fleet usage and maintain accurate inventory of equipment.
- Assist in the development of maintenance budget by providing input relative to policy, costs.
- Ensure the maintenance records for fleet are accurate and up-to-date.
- Negotiate service agreements to ensure cost efficiencies.
- Complete special projects and perform other duties as assigned.

### **Minimum Knowledge and Skills Required to Perform the Job:**

- Minimum 5 years' experience in a Fleet management role.
- Experience with off-road heavy equipment a must.
- Plant and Building maintenance experience would be an asset.
- Strong troubleshooting skills.
- Excellent interpersonal skills and team orientation.
- Computer literate with experience using MS Office.
- Excellent time management and organizational skills.
- Excellent interpersonal, teambuilding and oral/written communication skills.
- Strong analytical and computer skills.

- Minimum grade 12 education along with valid Certificates of Qualification (310T- Truck and Coach) (310S – Class A Mechanic) trade licenses from the Ontario College of Trades.
- Five years of experience in the trade as a licensed technician following an accredited apprenticeship program.
- Must have a valid G Driver's License; D or C Ontario Driver's License with a "Z" endorsement is preferred. A drivers' abstract will be required to verify a driving record in good standing.
- Emergency Vehicle Technician (EVT) Certificate would be an asset

**Qualifications:**

- Must possess leadership and team building skills.
- Ability to coordinate the work of others.
- Ability to function in a computerized environment.
- Ability to support and facilitate positive work relationships.
- Good public and employee relations skills.
- Creative/innovative focus on service delivery.
- Commitment to customer service and continuous improvement.

**Work Environment:**

- Must be able to work in all-weather including extremes.
- Will encounter frequent exposure to noise, dust, chemicals and heavy equipment.
- May be exposed to unpleasant sight and smells.
- Potential to handle dangerous/toxic materials and must comply with all safety controls to ensure there is no risk of contamination to themselves or others.
- Available to work a flexible work schedule including evening and weekend work and on-call, with the ability to work planned or unplanned overtimes as required.

**Physical and Mental Requirements:**

- Must be able to work independently on a schedule and use effective time management.
- Stressful situations may occur due to: tight deadlines, problems, inconveniences, direction of others, managing a range of responsibilities, high number of tasks to complete, time of year and seasonal weather conditions.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent to this classification.**