

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

### **ENERGY, FLEET AND FACILITIES MANAGEMENT SECTION – FLEET SERVICES**

### **SUPERINTENDENT, FLEET CAPITAL PLANNING AND CONTRACT MANAGEMENT**

#### **Summary of Duties**

Reporting to the Manager, Fleet Services, the Superintendent, Fleet Planning and Contracts provides leadership and supervision in providing technical and support services to the Fleet Services program including all aspects of fleet asset management, life cycle costing, legislative requirements and compliance standards, acquisition, commissioning, and decommissioning, vehicle reserve management and forecasting as well as developing a specification library of fit-for-purpose vehicle design configurations to compliment the overall purchasing of additional and replacement vehicles.

The incumbent will also oversee the issuance of all service and parts contracts in support of the operational needs of the Materials and Systems Management and the Vehicle Maintenance and Repair Services sections.

The Incumbent will be responsible for delivering a customer service strategy and plan for Fleet Services including developing and managing all operating and services agreements with client departments.

#### **General Duties**

Create and maintain a master schedule of all upcoming long term vehicle and equipment requirements across city departments

Develop alternative strategies for vehicle and equipment purchases with regard to financial restrictions.

Develop and modify procedures for vehicle acquisitions and approvals based on a set of criteria that ensures optimum asset specifications at lowest possible cost

Develop criteria that will determine optimum vehicle and equipment replacement intervals.

Analyze fleet statistics, utilization, life cycle costing, benchmarking, and maintenance records to develop fleet replacement, disposals and budgets

Develop strategies to standardize fleet where possible and reduce procurement lead times.

Manage Specifications, tender, inspection, award and commissioning and decommissioning process.

Manage Senior Analysts Fleet Acquisition incumbents, Vehicle Operations Clerk Fleet Planning, and Fleet Administrator to provide the required department solutions from the Fleet Services.

Customer service and liaison with client departments, develops and monitors services agreements.

Ensure that vehicle selection is in compliance with the corporate Energy Policy and GHG reduction targets.

Fleet Services asset management, capital forecasting, reserve management, life cycle costing, records management.

Fleet Management System data integrity, new vehicle record keeping, asset disposal information and condition assessments.

Ensure Vendors deliver new unit operator training and education as well as technician training, literature or software modules.

Ensure vehicle and equipment supplier Quality Assurance programs are being followed to guarantee post purchase vehicle service costs are avoided.

Maintain strong industry relationships to support research and development, best management practices, vehicle design and specifications.

Maintain a complete and thorough specifications library and develop vehicle selection strategies that standardize unit design and encourage client input while ensuring accurate fit-for-purpose criteria.

Work closely with client departments to ensure satisfaction and accuracy of equipment requests

Provide recommendations for equipment purchase when cost savings can be identified

Maintain a strong relationship with the City Procurement and Legal Divisions.

Periodic travel required

### **Qualifications**

1. Customer focused, with effective organizational skills to execute and deliver plans and commitments on time and on budget.
2. Strong analytical and problem solving skills with the ability to determine root cause and prevent future occurrences.
3. Strong leadership and coaching skills with the ability to influence and manage change both with direct and indirect employees.
4. Comprehensive knowledge of Provincial and Transport Canada regulatory requirements surrounding fleet operations
5. Certified Public Fleet Professional (CPFP) or Certified Automotive Fleet Manager (CAFM) designation or through related progressive management experience or equivalent combination of education and relevant work experience.
6. Proven experience and knowledge in finance, cost analysis, budget development and Generally Accepted Accounting Principles (GAAP)
7. Experience and knowledge in municipal Procurement and contract law with clear understanding of strategies and methodologies to procure goods and services, manufacturing theories practices and trends and supply chain management concepts. Concepts normally acquired by obtaining a Procurement related designation through NIGP or SCMA.
8. Post-secondary degree/diploma in a related discipline and five years related and progressive management experience in fleet management environment.

9. Strategic thinker who understands the long term and short term implications and can put plans into action to successfully achieve goals and targets.
10. Technical expertise related to vehicle/equipment maintenance, repairs, acquisition and specifications.
11. Highly developed analytical and planning skills with a proven track record for long-term visioning and big picture thinking.
12. Experienced in designing and delivering customer focused programs and services
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Ability to use Microsoft Office Suite (Excel, PowerPoint, Word) and preparing cost analysis and business cases.
15. Thorough knowledge and understanding of Ministry of Transportation and other provincial ministry statutes, regulations and by-laws effective fleet management, operations and maintenance.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES  
AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

\* \* \* \* \*