

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION - LOCATION – 100 King St. W. 14th Floor)

EQUIPMENT CO-ORDINATOR (ENVIRONMENTAL SERVICES – CUPE 1041

SUMMARY OF DUTIES

Reporting to the respective Manager, this position is responsible for developing, co-ordinating and evaluating divisional vehicle and equipment needs. The role provides both leadership and support to the divisions (Environmental Services and Waste Management) through budget preparation and analysis, vehicle and equipment purchases, inventory control, preventative maintenance scheduling, AVL coordination and performance measurement. These functions have a focus of monitoring and improving divisional performance standards and compliance with applicable legislation, regulations, policies and procedures.

GENERAL DUTIES

Develops, delivers and monitors divisional vehicle and equipment programs to support performance and compliance with applicable legislation, regulations, and policies and procedures. This includes corporate and departmental policies, inventory control, specification development, procurement, performance measurement and legislative changes.

Prepares and maintains procedures applicable to the portfolio, utilized by the coordinator, management and vehicle / equipment users in the divisions.

Utilizes a computerized management system to organize and maintain inventories and other services provided by the coordinator.

Directs, communicates and monitors contracted service workers and consultants to ensure all projects are concluded in accordance with corporate guidelines and provides effective project implementation and cost control.

Co-ordinates the develops equipment specifications/tenders and administers the procurement process on behalf of the divisions by working closely with Central Fleet.

Creates, monitors and reports on key performance indicators and other measures related to the program.

Plans and develops preventative maintenance programs and procedures.

Develops and implements efficient and cost-effective work methods. Completes and monitors reports such as maintenance orders, equipment status reports, work order costs, financial reports and other related forms/reports.

Arranges for the acquisition and disposal of equipment, transfers and extended use.

Assists in the preparation and analysis of annual vehicle and equipment budgets.

Responsible for the inventory-rooms.

Responsible for the purchase and inventory control of small equipment/tools.

Administers vehicle and equipment inventory in applicable software system (ie Hansen)

Demonstrates and promotes employee safety to ensure work and equipment is operated in a safe and efficient manner.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Assists operating groups to ensure that all employees perform work in accordance

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with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensure that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Act as chairperson and lead on the monthly Equipment & Vehicle Committee. Coordinate with staff who are users of the equipment to ensure the right products are purchased for the work they do.

Administer the Corporate vehicle take home program for the divisions.

Attend regular Equipment Procurement Status Planning and Review meetings with Fleet on behalf of divisions.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated knowledge in the duties described above normally acquired through a combination of education and relevant work experience.
2. Experience and knowledge in the area of contract supervision, including specification preparation, supervision and quality control/assurance.
3. Extensive progressive experience in a related field; such as a mechanic, working with and assigning equipment to staff, understanding which equipment is right for the job.
4. Motor Vehicle Trade License or related Technician Diploma is an asset.
5. Excellent interpersonal skills including teamwork, working independently, goal oriented, ability to work with multiple deadlines, comfortable public speaking, working with all levels of the organization and external partners.
6. Experience in creating and reporting on program performance measures. Understanding targets and accomplishments and presenting them to stakeholders in a variety of methods.
7. Intermediate computer skills and experience in Word, Excel, Powerpoint, Fleet management software (ie Avantis, Hansen) and Preventative Maintenance Programs.
8. Progressive experience in Acquisitions and Disposal of equipment.
9. Must be able to obtain and maintain a valid Ontario Driver's License, Class "D" with "Z" endorsement.
10. Demonstrated knowledge of the Occupational Health and Safety Act/Regulations for Industrial Establishments, Motor Vehicle Safety Standards and Fleet Services policies and procedures.
11. Must possess a valid Class "G" Driver's License and provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.