

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
ENERGY, FLEET AND FACILITIES DIVISION
FLEET SERVICES, LOCATION 330 WENTWORTH ST. N.

FLEET MANAGEMENT AND COMPLIANCE ASSISTANT

SUMMARY OF DUTIES

Reporting to the Manager, Fleet Services, the Fleet Management Compliance Assistant will provide confidential administrative support associated with the operational functions of the section including the co-ordination of administrative activities inside and outside the Fleet Services office, with the ability to respond to Provincial, public and internal inquiries, and tracking progress of outstanding issues. The Management Assistant will handle multiple assignments simultaneously with a minimum of supervision and carry primary responsibility for ensuring office adherence to policies and procedures related to provincial compliance record retention and reporting.

GENERAL DUTIES

Provides direct administrative/clerical support to the Fleet Manager and Regulatory and Compliance office in a prompt, effective, and confidential manner.

Assists in ensuring accurate record retention of all confidential information as related to the City of Hamilton drivers, vehicles and equipment affected by Commercial Vehicles Operators Registration (CVOR) and the Driver Safety and Compliance Manual (DSCM).

Receives and answer inquiries from the public, staff, elected officials, provincially appointed staff with the MTO (Ministry of Transport Ontario), other departments, and insurance company representatives. Document, secure and maintain confidential and private Authorized Requestor Information Services (ARIS) and related records in accordance to the contract for continuing authorization in the Ministry of Transportation system. Record access, and historical information to ensure that complete and accurate documentation is secured and available.

Retains primary responsibility for hard file storage, including interaction with applicable current provincial requirements.

Maintains an office filing system, including confidential files, reference materials, reports, and general correspondence etc.

Maintains and ensure the timely processing of cheque requisitions.

Schedules appointments, arrange meetings, book facilities, organize the delivery of presentation equipment, and prepare necessary documentation for the Fleet Manager.

Sorts and distributes incoming mail; processes outgoing mail.

Takes and transcribes minutes of meetings as required.

Maintenance of Fleet policies and procedures manual.

Requisitions and maintains an inventory of office supplies.

Posts notices on bulletin board.

Assists with gathering information for renewal of the CVOR certificate and monitoring program; and reports as required.

Assists with ordering CVOR level II summaries, and compiling of information for insurance renewal or departmental requirements.

Performs office administration duties including photocopying, scanning, ordering supplies, filing, etc.

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

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

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired through the completion of an Office Administration Program or an equivalent combination of education and experience.
2. Must possess excellent computer skills with above-average knowledge of Microsoft Office software (Word, Excel, Outlook and PowerPoint) and Microsoft Windows. Some knowledge of PeopleSoft is preferred.
3. Must be proficient in Business English, modern office practices and procedures.
4. Familiarity with pertinent provincial legislation such as Commercial Vehicles Operators Registration (CVOR), MTO (Including ARIS), Highway Traffic Act rules and regulations would be a strong asset.
5. Must relate readily to the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction.
6. Demonstrated ability to work independently and effectively on multiple assignments simultaneously.
7. Possess initiative and good judgment, and the ability to maintain confidentiality.
8. Possess excellent verbal and written communication skills and the ability to work in a team environment.
9. Demonstrated ability to maintain confidentiality.
10. Ability to respond to inquiries from the public, staff, elected officials, other departments, lawyers, and insurance company representatives in a courteous and helpful manner utilizing strong verbal and communications skills.

NOTE 1:

Flexibility to work extended hours when necessary.

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