



The City of Kawartha Lakes invites applications to join our team as a **Manager, Fleet and Transit**

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day you are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. We work to our values of Accountability, Respect and Teamwork and we want you to **Jump In** with us!!

We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: OMERS pension (defined benefit), employer paid benefits package including short and long term disability income replacement, education reimbursement and other programs that foster innovation, leadership, and career advancement

Title: Manager, Fleet and Transit

Direct Supervisor: Director, Public Works

Department: Public Works

Salary: \$128,232 - \$150,013 (2026)

Location: Lindsay, ON

Position Summary:

This position manages the standards to all applicable laws and regulations for non-emergency City vehicles and conducts continual analysis to ensure operational effectiveness of fleet and transit operations. This position also sources vehicle specifications in favour of continual asset management planning.

Essential Duties

- Manage the administration of non-emergency fleet services and transit operations in accordance with legislation, ministry standards and City policies and procedures; demonstrate a dedicated focus to customer service for both internal clients and the citizens of the City of Kawartha Lakes



- Oversee direction of legislated standards and service levels, ensure adherence to municipal policies and appropriate inventory control, purchasing and records management measures
- Monitor vehicle maintenance performance, evaluate maintenance schedules and daily logs to ensure safe and efficient service delivery and exact reporting standards
- Research and evaluate vehicle specifications; liaise with departments for purchase considerations
- Develop and monitor divisional operating and capital budgets; recommend capital acquisition or disposal of fleet assets
- Appraise fuel consumption for cost optimization
- Conduct annual review of Fleet and Transit policy for scheduling and route optimization; evaluate and determine current fee schedules to ensure full cost recovery
- Write and deliver reports and presentations for Council, Committees and external stakeholders
- Develop and administer performance management expectations for the division, having regard to strategic and succession planning, using organizationally supported methods
- Administer the terms of the applicable Collective Agreements, in collaboration with People Services (Human Resources)
- Perform other related duties as assigned

Qualifications

- Post-secondary degree in Business Administration or a related field
- Minimum 5 years of related progressive experience, preferably in a municipal environment
- Education or certification in Heavy Equipment, Maintenance or Inventory Management an asset
- Experience as a mechanic an asset
- Demonstrated knowledge and application of municipal fleet and transit operations, Original Equipment Manufacturer (OEM) preventative maintenance practices and business planning processes including inventory management
- Ability to understand and interpret applicable legislation and industry or Ministry standards, operational guidelines and regulations
- Supervisory experience in a unionized environment



- Effective oral communication and strong interpersonal skills to deal with members of the public, staff, Council and senior government
- Excellent written communication skills; attention to detail and accuracy
- Ability to comprehend and develop technical specifications for a variety of equipment
- Demonstrated leadership skills at a level to ensure successful program and employee performance outcomes and performance management
- Demonstrated ability to contribute to and build upon a positive and healthy work environment
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated proficiency in Microsoft Office, the internet, and other related software
- Possess and maintain a valid Ontario Class "DZ" Driver's License is an asset
- Upon a conditional offer of employment, an acceptable Criminal Record Check will be required

The City of Kawartha Lakes is an equal opportunity employer committed to building an inclusive and supportive workplace. We welcome applications from qualified candidates of all backgrounds and experiences.

We are dedicated to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted regarding a job opportunity, please let us know of any accommodations you may require. We will work with you to ensure your needs are met throughout the recruitment and selection process.

Applicants must be prepared for skill testing.

Interested applicants are encouraged to apply by February 25, 2026 through the Careers page on our website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2926>