
Job Title: Associate Director, Fleet Services

Job Opening ID: 43749

Business Unit: Public Works Division: Transportation

Location: Thorold Ontario

Regular Full-Time Standard Hours: 35.00 / week

Salary Range: \$133,450.00 - \$157,000.00

Close Date: 2025-11-13

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Job Summary

The Associate Director, Fleet Services provides strategic leadership and direction for the Region's corporate fleet, ensuring safe, reliable, and cost-effective vehicle and equipment operations. This role establishes policies, strategies and programs related to vehicle and equipment acquisition, maintenance, fueling, lifecycle management, and compliance. The position ensures adherence to legislative and regulatory requirements, promotes operational excellence, and drives strategic initiatives, including fleet electrification, zero-emission vehicle adoption, and sustainable fleet practices. The Associate Director ensures long-term financial sustainability, performance accountability, and innovation to maintain safe, reliable, and cost-effective fleet assets in support of essential public-facing services.

Education

- Post secondary degree in Mechanical Engineering, Asset Management, Business or Public Administration or other related discipline is required.

- An equivalent combination of education, experience, and qualifications may be considered.

Knowledge

- Minimum of 7 to 10 years of progressively responsible experience in municipal fleet operations or related public works environments, including at least 5 years in a leadership capacity.
- Experience in strategic and operational planning, capital program development, procurement, and contract administration.
- Knowledge of fleet management practices, vehicle and equipment lifecycle planning, and compliance with CVOR, Highway Traffic Act, OHSA, AODA, and other relevant legislation.
- Strong financial acumen, including multi-year capital and operating budget development and administration.
- Demonstrated record of strong people leadership, team advocacy, and staff delegation, empowerment and development, along with results orientation.
- Advanced proficiency with computerized maintenance management systems (e.g., AssetWorks, Cityworks), fuel management systems, and Microsoft Office Suite.
- Demonstrated ability to cultivate and sustain strong collaborative partnerships with internal divisions, municipalities, external partners and service providers.
- Excellent written and verbal communication skills; confident, articulate and professional speaking/presentation abilities, in public and to large groups. Ability to develop and deliver clear, data-driven reports, presentations, and business cases to varied audiences.
- Demonstrated political discretion and acuity.
- Professional credentials such as Certified Public Fleet Professional (CPFP), Maintenance Management Professional (MMP), Certified Asset Management Professional (CAMP), Professional Engineer (P.Eng.) are preferred.

Responsibilities

Provide strategic leadership for the planning, development, and delivery of corporate fleet programs, policies, and services to ensure safe, sustainable, and cost-effective operations. (20% of time).

- Establish long-term strategies, policies, and standards governing fleet operations, maintenance, and compliance in alignment with corporate and Council priorities.
- Champion and/or lead strategic initiatives related to fleet sustainability, such as fleet electrification, zero-emission vehicles, and sustainable asset management.
- Direct the integration of emerging technologies, data analytics, and innovation into fleet operations to enhance service delivery and operational performance.
- Ensure corporate compliance with all legislative and regulatory requirements, serving as the Corporate Officer responsible for CVOR compliance.
- Provide strategic oversight of corporate driver and operator training programs to maintain safety, competency, and regulatory adherence.
- Evaluate corporate fleet policies, performance indicators, and service models to identify risks, gaps, and opportunities for improvement.
- Represent Fleet Services in departmental, corporate, and inter-municipal forums, fostering collaborative partnerships that enhance service delivery, enable cost-sharing opportunities, and drive innovation in fleet operations.

Oversee the planning, coordination, and delivery of fleet operations to ensure optimal service levels, cost control, and reliability across all divisions. (30% of time)

- Provide oversight and direction for fleet maintenance, repair, fueling, and equipment management operations to ensure efficiency, compliance, and operational readiness.
- Oversee fleet inventory and storeroom operations, ensuring effective controls, audit compliance, and alignment with corporate procurement standards.
- Integrate fleet management systems (e.g., CMMS, AVL/GPS, fuel management) to support data-driven decision-making, transparency, and operational efficiency.

- Set corporate service standards and performance metrics, monitor outcomes through reporting, audits, and benchmarking, and direct corrective actions to address gaps.
- Direct long-term planning and resourcing for fleet facilities, including maintenance shops, storage, and fueling infrastructure, ensuring ongoing maintenance, capital renewal, and compliance with safety and environmental standards.
- Establish and lead corporate fleet specifications, standards, and procurement policies, monitoring adherence to ensure consistency, regulatory compliance, and alignment with industry best practices.
- Review and approve tenders, quotations, and requests for proposal for fleet acquisitions and services, ensuring alignment with corporate policies, procurement standards, and strategic priorities.
- Provide corporate leadership and accountability for fleet safety, ensuring all vehicles, equipment, and operations comply with provincial and federal regulations and corporate policy.
- Oversee the development, implementation, and continuous improvement of a corporate driver safety program, establishing clear standards for vehicle use, operator responsibilities, and performance expectations.
- Drive proactive safety initiatives, including vehicle/equipment safety standards, driver behaviour monitoring, and emerging technologies (e.g., telematics, AI-driven safety tools) to reduce risk and enhance operational safety.
- Oversee accident and incident reporting processes, ensuring investigations and corrective actions align with corporate safety policy.
- Ensure systemic issues from collision or incident investigations are addressed through policy, training, and fleet renewal strategies.
- Oversee the corporate driver's licence monitoring and compliance program as part of overall CVOR governance.
- Drive initiatives to optimize asset utilization, minimize downtime, and improve operational readiness across the corporate fleet.
- Oversee corporate fuel management strategy, including environmental compliance, storage/distribution facilities, and greenhouse gas reduction initiatives.
- Promote continuous improvement, operational innovation, and collaboration across service areas to enhance client satisfaction and service delivery efficiency.
- Provide leadership in resolving complex project and operational conflicts involving contractors, vendors, and internal/external parties, ensuring service continuity and customer satisfaction.

Provide leadership in strategic planning, risk management, and continuous improvement to strengthen long-term fleet performance and sustainability. (20% of time)

- Oversee and/or lead the development and execution of multi-year fleet asset management and capital replacement strategies supported by sustainable funding models.
- Align fleet strategies with broader departmental and corporate objectives, ensuring coordinated planning and resource optimization.
- Assess operational and strategic risks and implement mitigation strategies to ensure business continuity and resilience in service delivery.
- Oversee the planning and delivery of individual fleet capital projects, including vehicle and equipment procurements, ensuring project scope, timelines, budgets, and quality standards meet corporate expectations.
- Direct the evaluation and integration of emerging technologies and data-driven solutions into fleet operations to enhance service delivery, operational performance, and innovation.

- Oversee the adoption of new materials and operational processes, ensuring continuous improvement, sustainability, and cost-effective solutions across the corporate fleet.
- Collaborate with municipalities, agencies, and service providers on shared procurement opportunities (for efficiency and better pricing) and the potential for shared equipment and facilities (cost-sharing), to support innovation and integrated service delivery.
- Prepare and present reports, business cases, and recommendations to senior leadership, committees, and Council on fleet performance, risks, and opportunities.

Develop, manage, and administer annual and multi-year Capital and Operating budgets for the operating unit ensuring support of Council's objectives, financial transparency and accountability, budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (15% of time)

- Provide corporate oversight of long-range fleet capital planning, ensuring consistency in project prioritization, budgeting, and forecasting across the division.
- Provide strategic input to corporate budgeting and planning processes to ensure alignment of fleet capital programs with divisional, departmental, and corporate infrastructure priorities.
- Utilize asset management planning and fleet data analytics as strategic tools to guide capital investment decisions, optimize lifecycle costs, and enhance budget execution.
- Identify opportunities for cost savings, service efficiencies, and revenue generation (e.g., surplus asset sales, vendor negotiations, fuel management programs).
- Pursue external funding opportunities and cost-sharing arrangements to support fleet replacement, innovation, and sustainability initiatives.
 - Ensure goods and services are acquired in accordance with the procurement policy.
 - Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures.
- Report regularly to senior leadership on financial performance, variances, risks, and mitigation strategies.

Manage people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (15% of time)

- Enable results with the organization's human capital strategy to foster employee engagement.
- Direct and provide leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.

HOW TO APPLY

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

We confirm that we do not use AI in screening of applicants, and this position is an existing vacancy.

To view the full job description and requirements, visit our Careers page - **Job Opening # 43749**

Let us know why you would be an excellent team member by submitting your online application **no later than November 13, 2025 before midnight** by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.