



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following full-time position:

Supervisor of Fleet Services Public Works and Environmental Services

Reporting to the Manager of Outdoor Operations, the Supervisor of Fleet Services is responsible for the day to day operations of the Fleet Department. The position is responsible for the planning and coordinating the service and repairs to the municipality's fleet and related equipment and to ensure cost-effective delivery of services. This includes overseeing fleet and equipment, maintenance and repairs. The incumbent will also provide recommendations for short and long term equipment needs and replacement.

Duties and Responsibilities:

- Oversee the daily activities of assigned services.
- Set priorities, schedule work assignments and coordinate staff and equipment.
- Responsible for all licencing and legislative compliance requirements of equipment, vehicles, fueling depot.
- Develop and monitor vehicle, equipment, and maintenance programs;
- Schedule inspections, maintenance and repairs (HVAC, safety and emission testing, CVOR, etc.) and maintain detailed records.
- Assist with the development and implementation of operating policies and procedures, forms and internal recording documents and best practices to ensure compliance with the associated acts, by-laws, legislations and regulations.
- Receive, investigate and address concerns and complaints within a timely manner and seek resolution as necessary through appropriate action.
- Liaise with contracts, service providers and suppliers, Ministry of Transportation and other regulatory agencies to resolve issues, interpret contract documents, specifications and schedule work.
- Responsible for the operations and maintenance of all assigned municipal owned vehicles and equipment including developing and maintaining a preventative maintenance and inspection program ensuring compliance with HTA (Highway Traffic Act), MTO (Ministry of Transportation Ontario), Technical Safety Standards Association (TSSA), Accessibility for Ontarians with Disabilities Act (AODA), and any other associated Acts, by-laws, legislation or regulations.
- Assist the Finance Department in maintaining a database consisting of all municipal assets including photos, assets, size, uses and maintenance records.
- Generates maintenance requests through a computerized work order system, ensuring all work orders are logged and responded to in a timely manner.
- Ensures effective project planning, management and control systems for assigned capital projects and maintenance services.

- Develop and monitor assigned asset needs assessment, acquisition management, operational and disposal plan, and provide information and insight to the Manager of Outdoor Operations.
- Maintain inventory control and a life cycle plan of assigned assets including an analysis of pricing options, utilizing life cycle costs and provides recommendations on cost savings measures, short and long-term requirements with the appropriate asset solution.
- Develop, implement and makes recommendations to the annual budget by forecasting needs, controlling expenditures and recommending and/or approving purchases.
- Assist with and prepare tenders and RFPs for equipment and vehicles.
- Liaise with suppliers/vendors, obtain estimates through price negotiations, recommend and/or approve purchase, confirm tender specifications, monitor contract compliance, and control expenditures.
- Remain current with regulations, legislation, codes, new industry trends, best practices and associated Acts by reviewing data from regulatory agencies and attending conferences, workshops and training sessions as required.
- Attend meetings and training, undertakes special projects and performs other related duties as assigned and recommended by the Manager or designate.
- Assess mechanical failures on specialized equipment to choose best course of action for repairs.
- Develop and monitor a parts stock inventory.
- Schedule equipment and vehicles for safety inspections internally and externally.
- Perform such other duties necessary and assigned to maintain the continuity of functions under the incumbent's jurisdiction.
- Participate in departmental recruitment, conduct new hire orientation, and assist in staff development and training, general performance management of direct reporting staff including annual reviews and discipline.
- For assigned staff, maintains attendance records, approves vacation requests, time sheets and overtime in consultation with the Manager.
- Support health and safety policies and procedures by ensuring staff compliance, following up on related incidents and addressing issues as necessary through corrective action.
- Demonstrate a commitment to learning and overall professional development.
- Follow all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act, other applicable legislation, best practices, and City policies and procedures.
- Accountable to ensure that all safety requirements are met by contractors or independent operators.
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- Assist the Manager in the development and implementation of departmental policies and procedures.
- Assist with the recruitment and selection of staff.
- Assist the Manager with the preparation and maintenance of appropriate databases for use in the department and other City departments.
- Perform such other duties necessary and assigned to maintain the continuity of functions under the incumbent's jurisdiction.
- Assist with training and scheduling staff, processing timesheets and maintaining current records.

Education/Specialized Training/Skills:

The position will require:

- A minimum of a two (2) year community college diploma in Automotive Service Technician, Truck and Coach Service Technician Certificate, or Motive Power Technician or a related field or an approved equivalent combination of education and experience.
- A valid Class DZ Driver's Licence and a safe driving record in good standing, satisfactory to the employer.
- Sound knowledge of the Occupational Health and Safety Act, Commercial Vehicle Operators Registration (CVOR), Ministry of Transportation, Ministry of Environment, Technical Safety Standards Association (TSSA) and any other associated legislations, regulations, acts or by-laws.
- Strong organizational and time management skills with the ability to multi-task and manage competing priorities and undertake self-directed tasks.
- Thorough knowledge of technical standards and maintenance trades, with the ability to read and comprehend technical information.
- First Aid and CPR certified.
- A highly developed sense of professionalism, tact and diplomacy.
- Demonstrated respect for highly confidential and sensitive issues.
- A high degree of emotional intelligence (the capacity to be aware of, control and express one's emotions and to handle interpersonal relationships judiciously and empathetically).
- Demonstrated customer service and public relations skills.
- Knowledge of current issues facing local government in Ontario, particularly as they relate to the portfolio.
- Knowledge of human resources management, financial management and project management strategies.
- Demonstrated ethical behaviour and business practices.
- The ability to work well independently on several projects concurrently and possess excellent communication, organizational and creative thinking skills.
- Proficient knowledge of related policies, procedures, legislation and initiatives.
- The ability to work with a diverse group of individuals in a team environment.
- A commitment to providing high quality, cost effective services to the City and the community.
- Strong organizational skills with the ability to prioritize work in a demanding environment.
- Strong conflict resolution and negotiation skills.
- Proficiently skilled and comfortable with the use of mobile devices and technology including but not limited to Google Workspace, Dayforce (or other similar software programs) email and internet.
- Effective written and verbal communication skills.
- Effective analytical, critical thinking and problem solving abilities.
- The ability to obtain and maintain a satisfactory criminal record check or security clearance, deemed acceptable to the employer.

Work Experience:

- A minimum of five (5) years of experience as a mechanic.
- Progressive experience with repairs and preventative maintenance of gas and diesel vehicles and heavy equipment.
- Experience with fleet management.
- Experience with fleet or asset management software.

Remuneration: 2025 Non-Union Salary Grid Band 8 \$93,693.60 - \$101,829.00 - annually.

Qualified applicants are invited to apply [online](#) with their resume by **11:59 pm on December 8, 2025**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate the individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.

Applicants will be required to consent to the completion of a criminal reference check and the completion of a driver's abstract, if deemed a requirement of the position.