



EMPLOYMENT OPPORTUNITY

Fleet Services Supervisor

The County of Newell is currently accepting applications to join our Municipal Services Department as our new **Fleet Services Supervisor**. This is a permanent full-time position.

Reporting to the Director of Municipal Services, this position is responsible for supervising and coordinating the day-to-day activities of the shop, inventory, personnel, and the maintenance and repairs of County's machinery, fleet, and equipment.

Duties and Responsibilities include the following:

- Administer the Vehicle Management Information System, including Preventative Maintenance Program and monitoring of life cycle management of machinery, fleet, and equipment in collaboration with respective Managers and Directors.
- Responsible for work order management and costing, including the general maintenance, cleanliness and organization of the shop, yard, and any storage area directly related to the Shop.
- Maintains in good standing order the County Commercial Vehicle Standard, including certification to be a licenced Vehicle Inspection Facility in the Province of Alberta.
- Coordinate with contractors in providing contracted services; solicit and collect bids for services and supplies in accordance with legislation and County policy.
- Perform the full range of mechanic duties and provide diagnostic quality assurance activities and technical assistance to subordinates as well as various administrative and supervisory duties related to Fleet Services.

Preference will be given to applicants possessing:

- Certified in automotive and/or heavy-duty mechanics in the Province of Alberta, valid certificate with a Red Seal preferred. And certified, or capable of being certified, in Commercial Vehicle Inspection Program (CVIP) in the Province of Alberta.
- Must have a minimum of six (6) years of experience in automotive and/or heavy-duty equipment maintenance and repairs, of which three (3) years must be in a lead supervisory capacity.
- Must possess a valid Class 1 driver license.
- Strong technical aptitude and ability to use a variety of diagnostic tools.
- Ability to plan, organize and direct the work of skilled, semi-skilled, and unskilled employees.
- Good communication skills (verbal and written skills), integrity, and strong attention to detail are crucial for this role.
- Knowledge and experience with Microsoft Office (Outlook, Excel, and Word), Laserfiche, WorkTech, preferred.
- The successful candidate must provide a clear Criminal Records Check, and current Drivers Abstract.
- The County of Newell has a mandatory drug testing policy and pre-employment physical for new and returning employees.

The County of Newell offers a comprehensive benefits package, which includes pension plan, and health & wellness benefits. Salary will be based on qualifications and level of experience. If interested, please submit a cover letter with your resume in confidence including salary expectations and 3 references.

DIRECT RESUMES AND SALARY EXPECTATIONS TO:

Attention Human Resources

County of Newell

183037 RR145

PO Box 130

Brooks, AB, T1R 1B2

Email: HR@newellmail.ca **Fax:** (877) 208-4022

CLOSING DATE: Position will remain open until a successful candidate is found.

All applicants are thanked for their interest. Only those selected for an interview will be contacted.