

Fleet Systems Clerk

Administrative Level 4

Operations Services Division

Competition # 78

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 40 hours per week. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

Rate of Pay: \$21.46 - \$26.67 per hour (2023 Rates)

Closing Date: 11:59pm on April 1, 2025

This competition will include testing and an interview.

PURPOSE OF POSITION

To develop and support a wide variety of processes and systems to guide efficient operations within the Fleet Services section. Responsible for developing and auditing process and procedures as well as, performance reporting. This position involves researching leading industry trends and recommending value-added business decisions for the management team. A large percentage of this position includes budget preparation and regular review along with conducting research and departmental interviews and preparing procurement documents.

TYPICAL DUTIES AND RESPONSIBILITIES

- Performs general administrative duties related to the Fleet Section, including support to the leadership team;
- Provides excellent customer service as primary contact, to all external and internal customers;
- Carries out the duties of the Vehicle Services Coordinator and performs the functions of other clerical positions within the department when required;
- Works comfortably within and provides technical support as required, on software systems that support the fleet function;
- Provides support in the preparation and management of operating and capital budgets including regular reviews, equipment replacement schedules and shop rate calculation. This involves working collaboratively with the Finance section;
- Conducts research and compiles asset information, creates and modifies procurement documents, and develops evaluation tools for asset replacement.
- Manages entry and receipt of fleet related purchase orders, including managing holdbacks as required;
- Demonstrates initiative in identifying opportunities for positive operational changes and works collaboratively with management team to implement efficiencies;
- Researches industry related information and standards. Recommends improvements that will refine service delivery processes for financial and administrative accountability to the organization;

- Conducts annual review of current fleet assets and provides recommendations to manager regarding effective replacement strategies;
- Develops performance measurement frameworks – KPI's, goals and targets to analyze the performance of fleet operations;
- Measures existing processes, procedures and workflows against performance objectives and works with section manager to implement efficiency improvements;
- Develops standardized processes, procedures and best practices and documents for use across the section;
- Develops effective preventative maintenance programs for equipment. Conducts internal audits to assess departmental efficiency;
- Prepares a variety of reports, reviews reports for accuracy and corporate implications. Reports may include resource utilization, fuel usage, financial, budget documents, business strategies and performance;
- Performs regular system reviews to verify accuracy and integrity of data inputs, including payroll audits;

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Hold and maintain a valid Manitoba Class 5 driver's license;
- RTA Fleet Software Basic training, attained within one (1) year of appointment;
- RTA Fleet Software Advanced training, attained within two (2) years of appointment;
- Post-secondary certification in business administration or related field;
- National Safety Code Training course certification, attained within one (1) year of appointment.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Two (2) years experience in a vehicle/equipment maintenance and/or inventory related field;
- Experience with lean process implementation;
- Experience working with government agencies;
- Minimum of 5 years of experience working with advanced excel, demonstrated on the job;
- An equivalent combination of experience and education shall be considered.

WORK CONDITIONS

The Fleet Systems Clerk works independently and as part of a team providing support to a variety of people.

- Work in a shared and consultative manner with other employees (daily);
- Self motivated and quality driven to perform independent projects (daily);
- Manage multiple projects and make independent decisions (daily);
- Travels to various city locations (occasionally);
- Reports to the Manager of Fleet Services.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!