

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Fleet Systems Clerk – Operations**

### **Administrative Level 4**

To develop and support a wide variety of processes and systems to guide efficient operations within the Fleet Services section. This position requires the need to research leading industry trends and recommend value-added business decisions for the management team. The position also includes functions such as developing and auditing of processes and procedures; budget preparation and regular review; and reporting related to performance targets.

#### **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;
- Inventory management certificate, attained within one (1) year of appointment.

#### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Post-secondary certification in business administration or related field;
- Two (2) years experience in a vehicle/equipment maintenance and/or inventory related field;
- Experience with lean process implementation;
- Experience working with government agencies;
- An equivalent combination of experience and education shall be considered.

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#### **Competition # 210012**

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca/>

Posted on: February 10, 2021

Applications will be accepted until 11:59 p.m. on February 25, 2021.

This opportunity is open to all applicants, however first consideration will be given to current City of Brandon CUPE employees.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

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#### **Rate of Pay:**

\$23.16 – 24.26 per hour - 2018 rates.

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

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**For complete position details and requirements see the Job Description on the City of Brandon website.**

*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.*

***Serving and Building Community.***