



IDENTIFICATION

Department	Position Title	
Infrastructure	Fleet Coordinator	
Position Number	Community	Division/Region
33-14967	Yellowknife	Facilities and Properties/HQ

PURPOSE OF THE POSITION

The Fleet Coordinator is responsible for the accurate recording and tracking of information related to a centrally managed fleet of mobile assets and heavy equipment via an asset maintenance system in support of economical and quality service for the Department of Infrastructure.

SCOPE

Located in Yellowknife, the Fleet Coordinator reports to the Fleet Manager, and is responsible for day-to-day tracking of maintenance information of the Department's mobile assets, including the light and heavy equipment fleet.

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department of Infrastructure is highly decentralized with front line infrastructure operations and maintenance services for essential GNWT public infrastructure delivered from five remote regional centers interconnected by a variety of seasonal and all weather air, road and marine transportation systems. The department's mobile fleet of light vehicles and heavy equipment plays an essential role on a daily basis in ensuring public safety and access to GNWT programs and services throughout the NWT.

The controlled and managed mobile fleet of assets for the Department of Infrastructure includes approximately 890 units under management, with a total replacement cost of \$55.86M and annual operating costs of \$2.7M. Of these assets, 553 are controllable assets including mobile vehicles with a total cost of \$8.97M, and 337 capital units with a total cost of \$46.89 million.

The position will be responsible for operationalizing the management of the mobile assets and heavy and light equipment, using appropriate data systems to capture, record and track items, maintenance and related training. The position will generate and analyze a variety of reports associated with managing the fleet, including reports and analyses that will assist the Fleet Manager to make decisions that will maximize life-cycle performance of the assets. The position will also help to ensure that relevant positions are certified and adhering to best practices.

The program also works within the broader departmental and GNWT context for occupational health and safety, energy management and environmental stewardship in the management and operation of the department's mobile fleet.

RESPONSIBILITIES

- 1. Ensure that all departmental mobile assets, including heavy and light equipment, are captured and updated in an appropriate data system, by:**
 - Capturing appropriate information from documentation of inspection of fleet acquisitions;
 - Ensuring equipment inventories are comprehensive, researching various sources and consultation with relevant positions across the department as needed;
 - Reviewing all tombstone information related to mobile assets to ensure that they are accurately set up in the system;
 - Incorporating information such as warranty dates, 'build-out' dates, registration and insurance certification dates, etc.
- 2. Ensure that the information related to preventative maintenance for the fleet is accurately recorded, and for monitoring mandatory and non-mandatory scheduled maintenance on a daily, weekly and monthly basis.**
 - Creates and analyzes reports for all scheduled maintenance on a relevant periodic basis for various equipment as applicable;
 - Provides information updates to Manager, and takes appropriate action;
- 3. Ensure best practices are followed, and service standards as set by the Fleet Manager are met on a GNWT-wide scale, by:**
 - Maintaining records with respect to maintenance certifications and training for employees who have direct maintenance responsibilities;
 - Ensuring that training is provided for employees in the use of fleet maintenance software and to assist them in solving problems associated with tracking of fleet activities;

- Creating and analyzing reports, and following up on perceived deficiencies, either with Fleet Manager or other appropriate contacts to ensure employees receive appropriate training;
 - Performing reviews of proposed acquisitions to ensure fleet acquisitions do not cause unexpected issues with existing fixed assets (i.e., graders not fitting through the doors of garages);
 - Tracking manufacturers' released information to stay current on delivery lead time and model year "build out dates."
- 4. Ensure that all records related to fleet management are maintained according to existing records management best practices, by:**
- Following established ARCS and ORCS processes, as applicable, for all documentation and records related to mobile assets;
 - Ensuring records schedules are followed, including processing for storage as required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Occasional travel to remote locations may be required, as much of the mobile heavy equipment is involved in daily maintenance of highways, airports and ferry/marine infrastructure across the NWT.

Sensory Demands

Occasional use of multiple senses simultaneously (sight, hearing, touch) when inspecting potential fleet purchases at manufacturer's facilities and/or equipment auctions.

Mental Demands

Monthly travel to Regional offices for up to one week at a time is expected.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of vehicle maintenance management systems;
- Knowledge of the theories and principles of heavy equipment and vehicle operation, preventative maintenance, rehabilitation and repair;
- Knowledge of fleet management principles and theories;
- Ability to analyze large amounts of data in order to draw conclusions that will assist in decision making;
- Knowledge of vehicle maintenance, and use of fleet management software;

- Strong research, statistical, and analytical skills;
- Strong computer skills in a suite of office software;
- Ability to train other employees so that they can effectively utilize vehicle maintenance software;
- Ability to communicate effectively in both technical and non-technical subjects.

Typically, the above qualifications would be attained by:

Diploma in business management or a related discipline, with 5 years of experience in a data analysis or data management capacity.

Experience in fleet operations, repair and maintenance of vehicles as a garage or heavy equipment supervisor, parts supervisor and/or motor pool officer would also be an asset.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 READING COMPREHENSION:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 WRITING SKILLS:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred