



## IDENTIFICATION

Department	Position Title	
Infrastructure	Fleet Manager	
Position Number	Community	Division/Region
33-14963	Yellowknife	Facilities and Properties/HQ

## PURPOSE OF THE POSITION

The Fleet Manager is responsible for the budgeting, reporting, planning, development and implementation of the fleet capital plan, as well as overarching fleet policies, plans and strategies for a centrally managed fleet of mobile assets and heavy equipment in support of economical and quality service for the Department of Infrastructure.

## SCOPE

Reporting to the Director of Facilities and Properties, the Fleet Manager (Manager) is located in Yellowknife, and is responsible for the management of the Department's mobile light and heavy equipment fleet. The Fleet Manager has one direct report; the Fleet Coordinator is located in Yellowknife.

The Fleet Manager is responsible for the planning, budgeting, variance reporting and delivery of small capital projects associated with the mobile assets with a typical annual budget of \$3M for the Department of Infrastructure, and for providing advice and guidance on mobile procurement to other GNWT client departments.

The position provides expert advice and recommendations to senior management on complex mobile equipment and procurement issues, such as lease versus own options, trade-off analyses of performance, quality, costs, fleet sizing and replacement based on utilization and needs end of life analysis, etc., for the guidance of senior management to make capital investment decisions.

The Department of Infrastructure is highly decentralized with front line infrastructure operations and maintenance services for essential GNWT (Government of the Northwest Territories) 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 and employee safety and access to GNWT programs and services throughout the Northwest Territories (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 is responsible for managing both the physical asset and asset data management systems for the Department's mobile fleet, ensuring departmental requirements and budgets are respected. The position leads a variety of projects related to fleet management activities, by developing goals and priorities, preparing work methodologies, and establishing budgets and variance reporting to appropriate service levels with end-users.

The fleet management program is highly focussed on maximizing asset life-cycle performance to obtain best value from the department's investment in mobile assets for light and heavy equipment. 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.

This position is responsible to stay current with the latest technology trends with market research providing reporting/presentations to Senior Management for decision making on changing market trends.

## **RESPONSIBILITIES**

**1. Responsible for the development, budgeting and reporting of fleet capital investment proposals, revenue generation opportunities, cost benefit analysis, lease versus own analysis, which can be made more complicated by financial limitations and tight deadlines.**

- Chairs semi-annual Equipment Acquisition Committee meetings with department stakeholders in order to gather, identify and prioritize capital and O&M needs of the various INF divisions/regions.
- Oversee the development of project substations for capital additions to Senior Management for review.
- Develops enhanced revenue generating and cost saving opportunities through the identification and promotion of shared services opportunities for fleet maintenance and management GNWT wide.
- Provide best life-cycle value analysis in determining appropriate equipment investment strategies to support GNWT programs and operations.
- Research precedents and identify advantages and disadvantages to alternative options. As a consequence, recommends fleet strategies and responses to deal with the

departmental decision making process and assist in resolving issues related to fleet management alternatives.

**2. Responsible for performing long-range strategic fleet planning; developing options, strategies and recommendations to senior management on strategic fleet procurement and fleet deployment.**

- Ensures the department's capital and O&M needs for mobile equipment align with the life-cycle performance of the fleet and the project growth in demand driven by the expansion of territorial wide public transportation systems.
- Ensures mobile equipment performance and life-cycle standards are appropriate and represent best value in a manner that provides continuity and reliability of service and public safety.
- Reviews fleet needs and use across the system providing recommendations to Senior Management on the redeployment of assets across the system based on best use and priority needs.
- Develops guidelines and works with departmental operational units to implement best practices in fleet operations and maintenance to maximize life cycle and overall energy performance and greenhouse gas emission reductions.

**3. Responsible for identifying needs for new policies or revisions to existing policies as they relate to fleet management, and working with appropriate internal and external stakeholders.**

- Ensures that performance standards and fleet specifications are aligned with GNWT wide objectives in terms of energy management and greenhouse gas emission reductions, and suitable for the intended use.
- Develops policies and plans to ensure the appropriate level of priority is placed on the replacement of mobile equipment in the interest of public safety and the delivery of essential GNWT programs and services.

**4. Responsible to prepare budgets and forecasts for the department's mobile fleet acquisition plan for senior management for their information and use in determining the annual departmental fleet budgets for capital and O&M (Operations and Maintenance).**

- Prepares cost benefit and risk analyses on vehicle acquisition, preventative maintenance and repair, to advise the senior management for financial planning purposes.
- Manages the financial resources of various acquisitions, prepares project budgets, monitors commitments and controls expenditures.
- Responsible for the cost-effective disposal of departmental fleet assets.
- Responsible to develop 1 year, 5 year and 20 year needs assessment for mobile equipment for submission to senior management.

**5. Manages goods and services contracts, with authority to develop and specify requirements, negotiate the extent and level of service, and evaluate and select the best proposal.**

- Utilizes the Request for Tender or Request for Proposal contracts
- Maintains and updates service level standard documentation to set and manage expected service tasks.
- Verifies that goods and services have been rendered in accordance with contract specifications. Recommends and approves invoices for payment.
- Represents the department when consulting with vendors and suppliers to determine their ability to meet contract requirements, negotiate the terms and conditions and quality of services provided, and resolve any contractual issues.
- Develops and reviews documentation of inspection of fleet acquisitions.
- Conducts research, analyzes results and prepares financial forecasts, budgets and multi-year operational plans related to the procurement of departmental vehicles.

**6. Carries out the mandate, objectives, business plans programs and services of the Fleet Management unit to effectively plan and provide vehicle procurement services to departmental end users.**

- Liaises with the Department of Finance and Procurement Shared Services staff and consults with them on contract issues.
- Develops departmental procedures and practices concerning procurement and contract management to negotiate contracts and resolve issues in these areas.
- Develops, implements and maintains a centralized system for analyzing and reporting on the current condition, use, location, maintenance plan, maintenance record, fuel use and energy efficiency.
- Understands the organizational structure of the department with respect to activities, business practices and operations in order to understand requests for vehicle procurement and management services.
- Responsible for the annual registration, insurance and certification of the department's heavy and light equipment fleet.
- Tracks manufacturers released information to stay current on delivery lead time and model year "build out dates."
- Responsible to develop and maintain specialized and generic specifications for departmental light and heavy fleet purchases.
- Responsible to review 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).
- Attends fleet seminars to stay current with emerging equipment and technologies.
- Promotes best practices in fleet management and utilization on a GNWT wide scale.

**7. Tracks trends and development in mobile fleet systems to keep abreast of new products and to enhance the fleet of departmental vehicles.**

- Maintains awareness of national and international trends and regulations in fleet management and environmental impact in support of departmental commitments.
- Understands the legislative and regulatory policies, practices, procedures and regulations related to GNWT procurement of goods and services, including specific legislation associated with vehicle management.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

Occasional travel to remote locations in adverse weather conditions 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. Occasional travel to fleet seminars and manufacturer's facilities may also be required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Established experience in asset management and fleet procurement;
- Comprehensive knowledge of preparing and interpreting specifications, drawings and contracts;
- Strong contract negotiation skills;
- Ability to analyze and communicate interdepartmental needs versus wants;
- Ability to identify, analyze and solve complex problems;
- Understanding of material management theories, concepts and techniques;
- Ability to identify, assess and monitor trends and developments in contracting;
- Knowledge of how to establish effective prices;
- Comprehensive knowledge of life cycle management of assets and contract management trends and developments in the automotive and heavy equipment field;
- Knowledge of the theories and principles of heavy equipment and vehicle operation, preventative maintenance, rehabilitation and repair;
- Expert knowledge of fleet management principles and theories;

- Working knowledge of policy formulation and revision in the public service;
- Ability to conduct cost-benefit analysis on items;
- Strong consultation and communication skills, both oral and in writing;
- Knowledge of vehicle maintenance, and use of fleet management software;
- Strong project management skills, including financial management;
- Strong research, statistical, and analytical skills;
- Ability to produce procurement plans, reports, guidelines, option and decision papers, etc.,
- Strong computer skills in a suite of office software;
- Ability to perform long-range strategic planning.

**Typically, the above qualifications would be attained by:**

An undergraduate degree or diploma in business management or a related discipline; with,

10 years of experience in a managerial capacity; including 5 years of supervisory experience in fleet operations, life-cycle management and repair and maintenance of vehicles and heavy equipment.

**ADDITIONAL REQUIREMENTS**

**Position Security**

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

**French language** (check one if applies)

- 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

**Indigenous language:** Select language

- Required
- Preferred