



## **IDENTIFICATION**

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

## **PURPOSE OF THE POSITION**

The Fleet Manager is responsible for the planning, development and implementation of the policies, plans and strategies of a centrally managed fleet of mobile assets and heavy equipment in support of economical and quality service for the Government of the Northwest Territories (GNWT).

## **SCOPE**

Reporting to the Director, Facilities and Properties, the Fleet Manager (Manager) is located in Yellowknife, and is responsible for the management of all GNWT's light vehicles and the Department of Infrastructure's heavy equipment fleet.

The position provides expert advice and recommendations to senior management on high value, complex mobile equipment procurement issues, such as lease versus own options, trade-off analyses of performance, quality, costs, and service and replacement schedules, 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 public infrastructure delivered from five remote regional centers interconnected by 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 Northwest Territories (NWT).

The controlled and managed GNWT mobile light vehicle fleet includes approximately 955 units, with a total replacement cost of \$82.7 million.

The controlled and managed Department of Infrastructure capital units includes approximately 199 pieces of equipment with a total replacement cost of \$104.3 million.



The position manages the physical assets of the GNWT's light vehicle mobile fleet and the Department of Infrastructure's heavy equipment 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 appropriate service levels with end-users.

The fleet management program is highly focussed on maximizing life-cycle performance to obtain best value from the department's investment in mobile assets 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 GNWT's mobile fleet.

### **RESPONSIBILITIES**

#### **1. Develop and review 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.**

- Develops enhanced revenue generating and cost saving opportunities through the identification and promotion of shared services opportunities for fleet maintenance and management GNWT wide.
- Provides best life-cycle value analysis in determining appropriate equipment investment strategies to support GNWT programs and operations.
- Researches precedents and identify advantages and disadvantages to alternative options. Consequently, 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 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 use across the system and makes 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.



- 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 roles.**
  - 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. Prepare budget 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 Operations and Maintenance (O&M).**
  - 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.
  
- 5. Manage goods and services contracts, with authority to specify requirements, negotiate the extent and level of service, and evaluate and select the best proposal.**
  - 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.
  - Coordinates 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. Carry 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."
  - Maintains generic specifications for typical departmental fleet purchases.
  - Manages or coordinates development of specifications for specialty and one-off acquisitions.
  - Coordinates 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).
  - 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. Track 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.
- 8. Supervise the unit staff (four direct reports) to ensure high levels of quality performance by:**
- Manages staff performance by developing work plans, conducting annual appraisals, identifying and ensuring completion of training needs.
  - Reinforces positive performance and administering discipline when necessary.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **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 manufacturers' facilities may also be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of preparing and interpreting specifications and contracts;
- Contract negotiation skills;
- Ability to identify, analyze and solve complex problems;
- Knowledge of materiel management theories, concepts and techniques;
- Ability to identify, assess and monitor trends and developments in contracting;
- Knowledge of how to establish effective prices;
- 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;
- Knowledge of fleet management principles and theories;
- Knowledge of policy formulation and revision in the public service;
- Ability to conduct cost-benefit analysis on items;
- Consultation and communication skills, both oral and in writing;
- Knowledge of vehicle maintenance, and use of fleet management software;
- Project management skills, including financial management;
- Research, statistical, and analytical skills;
- Ability to produce procurement plans, reports, guidelines, option and decision papers, etc.,
- Computer skills in a suite of office software;
- Ability to perform long-range strategic planning.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A degree in business management or related discipline with 5 years of experience in fleet operations, life-cycle management, repair and maintenance of vehicles and heavy equipment; including 1 year of supervisory experience or leading a team.

Equivalent combinations of education and experience will be considered.



**ADDITIONAL REQUIREMENTS**

A valid Class 5 Driver's Licence.

**Position Security** (check one)

- 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

**Indigenous language:** Select language

- Required
- Preferred