



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 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.

SCOPE

Located in Yellowknife, the Fleet Manager (Manager) reports to the Director, Facilities and Properties, and is responsible for the management of all Government of the Northwest Territories (GNWTs) light vehicles and the Department of Infrastructure's (Department) heavy equipment fleet.

The Manager 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 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 capital units includes approximately 199 pieces of equipment with a total replacement cost of \$104.3 million.



The Manager supervises Fleet Coordinator positions, and oversees the physical assets of the GNWT's light vehicle mobile fleet and the Department's heavy equipment fleet, ensuring departmental requirements and budgets are respected. This 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.**
 - Develop 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. Consequently, recommend fleet strategies and responses to deal with the departmental decision-making process and assist in resolving issues related to fleet management alternatives.
- 2. Perform long-range strategic fleet planning; develop options, strategies and recommendations to Senior Management on strategic fleet procurement and fleet deployment.**
 - Ensure 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.
 - Ensure 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.
 - Review 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.
 - Develop guidelines and work with departmental operational units to implement best practices in fleet operations and maintenance to maximize life cycle and overall energy performance.



- 3. Identify needs for new policies or revisions to existing policies as they relate to fleet management and work with appropriate internal and external roles.**
 - Ensure 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.
 - Develop 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).**
 - Prepare cost benefit and risk analyses on vehicle acquisition, preventative maintenance and repair, to advise the senior management for financial planning purposes.
 - Manage 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.**
 - Maintain and update service level standard documentation to set and manage expected service tasks.
 - Verify that goods and services have been rendered in accordance with contract specifications. Recommend and approve invoices for payment.
 - Represent 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.
 - Coordinate and review documentation of inspection of fleet acquisitions.
 - Conduct research, analyze results and prepare 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.**
 - Liaise with the Department of Finance and Procurement Shared Services staff and consult with them on contract issues.
 - Develop departmental procedures and practices concerning procurement and contract management to negotiate contracts and resolve issues in these areas.
 - Develop, implement and maintain a centralized system for analyzing and reporting on the current condition, use, location, maintenance plan, maintenance record, fuel use and energy efficiency.



- Understand 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.
 - Track manufacturers released information to stay current on delivery lead time and model year "build out dates."
 - Maintain generic specifications for typical departmental fleet purchases.
 - Manage or coordinate development of specifications for specialty and one-off acquisitions.
 - Coordinate 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).
 - Attend fleet seminars to stay current with emerging equipment and technologies.
 - Promote 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.**
- Maintain awareness of national and international trends and regulations in fleet management and environmental impact in support of departmental commitments.
 - Understand 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 to ensure high levels of quality performance.**
- Manage staff performance by developing work plans, conducting annual appraisals, identifying and ensuring completion of training needs.
 - Reinforce positive performance and administer 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 materiel management theories, concepts and techniques.
- Knowledge of and/or the ability to acquire knowledge relating to preparing and interpreting specifications and contracts.
- 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 fleet management principles and theories.
- Knowledge of the theories and principles of heavy equipment and vehicle operation, preventative maintenance, rehabilitation and repair.
- Knowledge of vehicle maintenance, and use of fleet management software.
- Knowledge of policy formulation and revision in the public service.
- Contract negotiation skills.
- Consultation and communication skills, both oral and in writing.
- Project management skills, including financial management.
- Research, statistical, and analytical skills.
- Computer skills in a suite of office software.
- Ability to identify, analyze and solve complex problems.
- Ability to identify, assess and monitor trends and developments in contracting.
- Ability to conduct cost-benefit analysis on items.
- Ability to produce procurement plans, reports, guidelines, option and decision papers, etc.,
- 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 License.

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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred