



LEAD CHANGE AND MAKE AN IMPACT
IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront.

If you're looking for a great career and a chance to make an impact, PortsToronto has the following exciting opportunity awaiting you:

ASSISTANT MANAGER – FLEET, WORKS AND ENVIRONMENTAL SERVICES

The Assistant Manager Fleet, Works and Environmental Services position is responsible for the coordination, scheduling and record keeping of all PortsToronto vehicle/equipment/marine fleet inspection, maintenance and repair. This position manages PortsToronto fleet inspection, maintenance and repairs at various locations and oversees the daily activities and responsibilities of internal employees and external services providers. This position accurately estimates equipment maintenance and repairs and develops work plans and schedules.

The Assistant Manager Fleet ensures Works Department employees and contractors work in compliance with Canada Labour Code Part II and Regulations, and that they work in compliance of PortsToronto Policies and Procedures. This role also has large involvement supporting the Health and Safety of employees.

General activities and functions include, but are not limited to:

Fleet Management

- Manage and coordinate all PortsToronto vehicle/equipment/marine fleet inspection, maintenance and repairs and execute organized work plans and schedules

- Schedule, track and coordinate all vehicle/equipment/marine fleet inspection, maintenance and repair including but not limited to small equipment, heavy equipment, vehicles, CVOR trucks, forklifts, personnel lifts, earth moving equipment, marine equipment, vessels, firetrucks, etc.
- Manage, schedule and track land and marine fleet inspection, preventative maintenance and repair
- Track job progress to ensure high levels of productivity and efficiency and ensure on time, on schedule completion
- Monitor status of open and active work orders
- Develop and monitor a fleet replacement plan based on equipment/fleet life cycle principles.
- Quote and/or source quotes for fleet purchases, maintenance and repairs
- Ensure accuracy and efficiency in projected scope of inspection, maintenance and repair
- Arrange, organize and conduct meetings to communicate fleet information and initiatives
- Create and establish fleet policies and procedures in consideration of vehicle assignment, replacement cycle, personal usage, use of 'green' technology etc.
- Provide leadership and oversee the daily activities and responsibilities of the employees at the Works Department
- Maintain positive relations with labour and union representatives and ensure a full understanding of company policies, SOP's and the collective agreement is understood and followed

Contract/Lease/Purchase Administration

- Develop and maintain a Fleet replacement plan for a recurring five (5) year period.
- Manage and administer all fleet contracts, lease agreements and maintenance agreements.
- Conduct a lease versus buy analysis
- Quantify and track vehicle/equipment 'Total Cost of Ownership'
- Oversee and coordinate the sale of and/or trade in of used vehicles and determine fair market value
- Analyze and determine what vehicles to purchase/lease and how they are to be equipped
- Track and analyze fleet 'life cycle' to enable informed replacement decisions.

QUALIFICATIONS

- Post-secondary education with a Degree, Diploma or Certificate in Fleet Management.
- Minimum six (6) years direct experience in managing a sizable, diversified vehicle/equipment fleet.
- Possess a valid Ontario Class "G" Driver's License
- Solid understanding of equipment/vehicle systems and technologies
- Knowledge and understanding of modern technologies and 'green technologies' i.e., electric, hybrid electric, etc. is required
- Maintain currency and stay abreast of advancements in the industry for marine equipment, vessels and vehicles.
- Knowledge of and ability to track and analyze fleet 'life cycle' to enable informed replacement decisions.
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders
- Strong decision making skills, including critical and analytical thinking abilities
- Knowledge of business and management principles involved in project planning, production methods and co-ordination of resources.
- Experience supervising, coaching and leading a team of employees, experience in a unionized environment is ideal
- Excellent knowledge of the Canada Labour Code Part II, regulations and any other relevant legislation pertaining to skilled trades, construction and in general, health and safety programs and training
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to building relationships and be a team player
- Excellent communication skills both oral and written
- Able to compose correspondence and prepare professional documentation, memos, reports, presentations, spreadsheets
- Highly organized, possessing a solid ability to manage projects, plan and follow up.
- Possess sound judgment and the ability to effectively problem solve and/or escalate accordingly
- Resourceful self-starter, able to work independently and within a team environment

- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail
- Able to multi-task, manage and meet deadlines and adapt easily to change
- Advanced computer skills with Microsoft Office products

PARTICULAR REQUIREMENTS FOR THIS ROLE

- Criminal record check will be conducted on hire
- Credit check will be conducted on hire
- Annual Driver's License validity check, as applicable
- Flexibility to work occasional extended hours or weekends, as the need arises
- Active response to emails and phone calls afterhours is required
- Ability to travel by personal vehicle to all business units as required

We offer a challenging and rewarding place to work, and provide our employees with excellent benefits and a positive work environment.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@portstoronto.com on or before May 25, 2018.

In the Subject Line, please quote: **ASSISTANT MANAGER - FLEET**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.
PortsToronto is an equal opportunity employer.

To learn more about PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront, please go to www.portstoronto.com