



Making a difference...together

Leadership Opportunity

Manager, Corporate Fleet

Integrated Water Services – Customer and Technical Services

Competition	20/005
Status	Exempt Management
Salary Range	\$99,930 – \$117,565 annually
Review of applications begins	4:00pm on February 5, 2020, but the position will remain open until filled.

Position Purpose

The Manager, Corporate Fleet provides leadership, operational and strategic direction for CRD Fleet Operations and fosters a shared vision for the future of our diverse fleet that includes over 300 vehicles and heavy equipment. This position delivers highly effective, efficient and innovative Fleet Services to the CRD by developing, implementing and managing leading-edge programs for the acquisition, utilization, maintenance, repair and replacement of vehicles, heavy equipment and portable equipment.

Key Accountabilities / Position Outcomes

- Leads the planning, development and implementation of innovative, effective and efficient Corporate Fleet programs, initiatives and services including:
- Regulatory compliance and fleet safety
- Vehicle replacement
- Vehicle, parts, and service provider procurement requirements and processes
- Surplus vehicle disposal
- Climate Action initiatives relating to Corporate Fleet
- Preventative Maintenance program
- Fuel management
- Ensures policies, structures, systems, resources, management practices and financial systems/budgets are in place and effective to support the initiatives listed above and to ensure the appropriate inspection, audit and warranty requirements are fulfilled.
- Builds relationships and works collaboratively with internal and external customers and stakeholders to ensure Corporate Fleet programs, services and initiatives meet strategic and operational objectives, client/customer needs and regulated or legislative requirements.
- Works collaboratively with the Manager, Corporate Occupational Health & Safety to support strategic direction to CRD departments on health and safety issues regarding fleet vehicle and equipment. Recommends and oversees corporate training and development programs for all vehicle drivers and equipment operators.
- Leads and supervises the work of non-technical, technical and professional staff, including matters pertaining to labour relations, staff development, corporate and division policies and procedures, and standards.
- Responsible for the leadership and management of employees and contractors within area of responsibility, including employment and labour relations matters involving: employee hiring, promotion, demotion and other personnel matters; discipline and discharge; representing management in the grievance procedure; input on behalf of management into labour relations matters, and representing management on committees; maintaining Employer confidentiality; and developing, supporting and implementing various corporate and legislated policies, procedures and practices.

Qualifications

- A bachelor's degree in Commerce, Business Administration or other related field and plus 10 years relevant experience of which 5 years are in a leadership capacity. An equivalent combination of education and experience may be considered. Qualification assets may include: BC Motor Vehicle Inspector Authorization Certificate, Mechanic Trade Qualification, and/or Automotive Service Technician Certification.

Role-specific Knowledge, Skills & Abilities

- Demonstrated leadership experience.
- Exceptional motivation, team building, communication and interpersonal skills.
- Knowledge of National Safety Code (NSC) and obligations of carriers in BC.
- Knowledge of BC Motor Vehicle Act and Regulations.
- Knowledge of BC Commercial Vehicle Safety and Enforcement (CVSE) Program.
- Operational knowledge of WorkSafeBC regulations and the ability to plan and coordinate projects to ensure safety of employees, contractors, consultants and the public.
- Exceptional diplomacy, tact and communication skills
- Ability to develop, monitor, manage and report on complex budgeting and financial accountability systems.
- Knowledge and experience with Windows, word processing, spreadsheets, database and maintenance management application (SAP Plant Maintenance).
- Excellent customer service and conflict resolution skills.
- Sound judgement and a positive, solution oriented attitude are essential.
- Exceptional team building and interpersonal relations skills.
- Ability to resolve problems and develop new approaches to changing requirements and conditions.
- Must possess a valid BC driver's licence.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.



Appendix: CRD Leadership Competencies

Leadership Profile:

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future.

Leadership Summary: (P3)

Leaders at this level are generally recognized as fully qualified professionals who apply their in-depth knowledge and experience and best practice in their own discipline to respond to a wide range of moderately-complex and complex problems and situations. They interpret and respond to client needs and improve products or services in their own area. Working with minimal direction, they monitor and control costs within their own work, explain difficult issues to establish consensus, and promote teamwork, potentially coaching and guiding others.

Thinks Strategically

Thinks strategically when analyzing issues, making decisions and prioritizing actions, including:

- Takes an organizational perspective
- Ensures client and stakeholder interests are considered
- Aligns decisions and actions with the CRD strategic plan
- Assesses social, economic and environmental trends for opportunities and challenges

Is Accountable for Results

Aligns the people, resources and systems necessary to deliver business results, including:

- Takes personal accountability for actions and outcomes in own area of responsibility
- Delegates appropriately to achieve results
- Empowers others to be accountable by setting clear outcomes, checking-in regularly, and providing mentoring to ensure goals are met
- Celebrates individuals/teams successfully delivering outcomes

Focuses on Service

Maintains a focus on service (internal and external) including:

- Solicits information and feedback from clients and uses it to continually improve service
- Ensures decisions and changes align with our core business and serve the client
- Models a personal commitment to making a difference for clients
- Empowers employees to be accountable by removing barriers to service
- Recognizes and rewards employees for finding ways to improve service

Builds Partnerships

Pulls people together to accomplish goals that could not be reached individually, including:

- Uses formal and informal networks to identify opportunities for collaboration
- Invites participation from diverse groups with common interests
- Balances consensus building skills with negotiation and influencing skills to achieve outcomes
- Empowers team members to take joint ownership of outcomes