

ROLE SUMMARY

Reporting to the Senior Manager of Public Works, the Manager, Fleet & Solid Waste Services manages the operation of the Municipal Fleet Centre, Fleet Assets and Solid Waste Collection Services which includes the curbside collection program, garden waste drop-off, leaf collection, litterbin refuse collection, deceased animal program and boulevard litter control.

As a leader in corporate sustainability, the Manager is responsible for developing, implementing, and monitoring innovative and cost-effective waste diversion and fleet operation strategies that meet corporate sustainability goals. This includes reducing corporate greenhouse gas emissions through an advanced sustainable fleet maintenance management system and industry best practices.

In addition the Manager is responsible for; planning, budgeting and directing the operations, develops an effective maintenance management system that includes vehicle cost data, replacement schedule and utilization rates. Maintains the Vehicle Inspection Facility Designation operating permit, implements technological changes and represents the municipality as a regional liaison as it pertains to role.

The Manager serves as part of the Public Works management team jointly responsible for intra and inter-departmental cooperation, corporate policy development, and implementation of the Division, Department and District Strategic Plans.

QUALIFICATIONS

- Bachelor's Degree including technical courses related to the work (preference given to Mechanical Engineering).
- Eligibility for registration with the Engineers and Geoscientist of BC (EGBC) or with the Applied Science Technologists and Technicians of BC (ASTTBC).
- Possession of, or ability to obtain and maintain the British Columbia Inspection Facility Operator Certification and Vehicle Inspection Facility Designation Permit.
- Eight years of progressive experience in managing a fleet maintenance facility/programs and/or solid waste service operations.
- Experience in sustainable waste diversion initiatives and programs.
- Experienced in the development and implementation of a fleet maintenance program including related sustainability initiatives.
- An equivalent combination of education and experience may be considered.
- Possession of a valid B.C. Class 5 Driver's License; and a personal vehicle that meets the requirements described in the Transportation Policy, available for use as and when required.
- Demonstrated ability to lead and supervise employees in a unionized environment.
- Ability to write clear, concise, and complete reports.
- Ability to prepare and conduct presentations to various stakeholders including Council
- Ability to cost estimate and work within a planned performance budget system

- Thorough knowledge of the principles, methods, equipment and tools of the automotive mechanical trade, particularly as related to the overhaul and repair of automobiles, trucks and heavy construction equipment.
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector.
- Thorough knowledge of machinery and equipment used in refuse/organics pick up, leaf collection, recycling and disposal.
- Working knowledge of accounting.
- Commitment to lifelong learning, organizational excellence and knowledge development

MAJOR ACCOUNTABILITIES

Advice & Support

- Provides advice on right sizing fleet assets and development of specifications and standards, guidance on equipment tenders and RFP processes.
- Provides advice on technological changes, preventative maintenance activities, best management practices relating to Fleet and refuse/organics collection.
- Provides advice on operator compliance with Workers' Compensation Board and Motor Vehicle Act regulations governing commercial fleet vehicles.
- Provides expert advice on capability of specialized heavy equipment.
- Makes recommendations to assist with implementation of the District's strategic objectives.

Leadership of Staff

- Provides operational leadership in the areas of fleet centre maintenance and repair and collection services.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by section leaders and holds them accountable for results.
- Leads or oversees recruitment, orientation and training of new staff in accordance with District policies.
- Prepares guidelines for work performance, expenditures and use of resources.
- Evaluates the work of subordinate staff, guides them and identifies needs for development.
- Oversees the implementation of the District's health and safety program within the Division in accordance with the organization's strategic goals and legal requirements.
- Ensures District policies and standards are consistently applied and adhered to by the Division.

Division Operations

- Establishes work programs and sets priorities relevant to Division, Department and District objectives.
- Directs budget preparation and administration; monitors and ensures the control and accountability for expenditures and productivity.
- Plans and organizes the effective use of available vehicles, provides input on their maintenance and timing and type of replacement.

- Administers a systematic follow-up of equipment and parts warranty repairs.
- Promotes Waste diversion programs
- Researches and develops the implementation of new technologies that will enhance the collection of refuse and its associated responsibilities.
- Ensures that the annual leaf collection process is completed within the allotted time frame and that routing and disposal of same is efficiently organized.
- Ensures the efficient operation and maintenance of the Garden Waste Drop-off Facility.
- Ensures litterbin refuse collection is carried out in accordance with established standards.
- Ensures regular litter removal service is provided on boulevards and other areas adjacent to streets.
- Develops and maintains a system to track metrics related to each sub program within the Refuse Section, and forwards weekly reports to the Senior Manager of Public Works.
- Arranges maintenance and repair of fleet assets, two-way radio system.