

Job Information

Job title	Project Coordinator - Fleet & Solid Waste Services	Job Code: FSWSPC	Pay Grade: M
Title of immediate supervisor	Manager of Fleet Services		
Department/Division	Engineering / Public Works		
Prepared by	M. Dyck		
Date Created	October 18, 2019	Revised date	Jan 4, 2023

Job Purpose

Performs project management functions related to the fleet management, fleet procurement and solid waste initiatives. Duties will include development of formal reports, data analysis and tracking, coordinating pilot programs and trials, monitoring emerging technologies, development of specification documents, continuous improvement of preventative maintenance programs and communication with a broad range of stakeholders. These duties are all carried out in alignment with the District's Fleet and Solid Waste strategic goals and industry best practices.

Duties and Responsibilities

- Coordinates and tracks pilot programs, trials, modifications & upgrades
- Leads the development, implementation and management of the fleet replacement plan through comprehensive asset condition assessments, life cycle planning, and project management functions
- Develops specifications, creates AutoCAD drawings and guides Tender or RFP processes
- Established budget estimates and tracks costs to keep within budget
- Develops business cases and cost benefit/impact analyses to ensure best value & alignment with corporate objectives
- Supports the Fleet and Solid Waste sections in data acquisition and reporting functions including fuel management, fleet management, waste management and carbon reporting
- Analyzes Fleet emission profiles and determines appropriate actions to implement emission reduction strategies
- Assists with the development of services, programs, policies, regulations, and incentives for the reduction, reuse, and recycling of municipal solid wastes
- Prepares schedules, reports, and other technical materials for senior staff and presents recommendations and findings
- Maintains manual and computerized records of project costs, condition assessments, capital projects and other project management data
- Ensures professional and timely customer service is provided to internal and external stakeholders
- Interacts and coordinates with internal staff and external consultants, government officials, regulatory agencies, and the public to fulfill project objectives
- Ensures project quality standards are adhered to and appropriate processes and protocols are followed
- Assists with the development & continuous improvement of innovative business technologies, processes and strategies
- Conducts market reviews and monitor latest emerging technologies and new products entering the Fleet and Solid Waste market. Assess the suitability of these technologies and products and make recommendations on pilot programs and trials
- Supports Fleet with implementation and continuous improvement of preventative maintenance programs
- Performs other related duties as required

Qualifications

- A Diploma in Mechanical Engineering Technology or other relevant engineering discipline

- Project Management Institute accredited training (Project Management Professional certification would be considered an asset)
- Strong verbal and written communication skills
- Proficiency using Microsoft office applications and AutoCAD
- 5 years of related fleet or solid waste experience
- Knowledge of industry standards, regulations, and best practices
- Valid Class 5 Driver's Licence
- An equivalent combination of education and experience may be considered

Physical Requirements

Sufficient health, physical conditioning, strength, stamina, and coordination to permit performance of work.

Working Conditions

Most work occurs in an office environment. Occasional work in a shop or outside in all weather will be required.