



CITY OF  
PRINCE GEORGE

---

# JOB DESCRIPTION

---

**JOB TITLE:** FLEET PLANNING SPECIALIST

**DIVISION:** ROADS & FLEET

**SCHEDULE:** C

**DEPARTMENT:** CIVIC OPERATIONS

**PAYGRADE:** 13

---

## **JOB SUMMARY:**

The Fleet Planning Specialist is responsible for assisting in the development of a comprehensive preventative maintenance program for the entire City fleet. There is direct responsibility for overall coordination of fleet acquisition and replacement needs. The incumbent participates as part of the divisional team to ensure the smooth and safe operation of the Roads & Fleet Services Division and is involved in short and long-range planning functions. Work is performed under minimal direction while working within a proactive team environment. Discretion and judgment must be exercised in establishing work priorities and providing superior customer service. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under the general supervision of the Supervisor, Fleet & Shop Operations:**

### **Coordinates and plans fleet acquisition / replacement by:**

- managing all requirements associated with the purchase, replacement and disposal of the entire City fleet;
- providing high level, professional customer service to all City fleet user groups during the purchasing and replacement phase of a fleet unit;
- ensuring fleet unit budgets are approved, and user group replacement needs are met;
- facilitating meetings with Risk and Procurement and user groups;
- developing specification documentation for tenders or RFP's;
- maintaining warranty and providing support as required;
- scheduling disposal of fleet units; and
- coordinating in-servicing requirements of new fleet units in a timely manner;

### **Maintaining various shop and equipment operating requirements by:**

- coordinating, storing and tracking non-destructive testing (NDT);
- ensuring regulatory needs on overhead cranes and bucket trucks are met;
- managing the City's commercial carrier profile;
- addressing safety concerns as a result of shop safety inspections;
- managing over-width/over-weight permitting requirements;
- assisting with vehicle insurance renewals;
- coordinating seasonal change overs for multi-user City fleet units; and
- managing boiler and propane yearly certifications.

### **Supporting the Fleet Preventative Maintenance and Fuel Program by:**

- assisting in the development of a comprehensive preventative maintenance program and associated data tracking requirements for the City's entire fleet;

## Fleet Planning Specialist

### Page 2

- entering data into the CityWare fleet management system pertaining to major repairs and preventative maintenance;
- writing a variety of reports and maintaining records;
- coordinating the City's fleet fuel program including the computer system, inventory, procurement, financial reconciliation, and propane delivery; and
- assisting with work order closures and filing of documents.

### **QUALIFICATIONS:**

**Education:** Completion of Grade 12. A Business, Management or related diploma from a publicly accredited post-secondary institution recognized on the BC Transfer Guide.

**Experience:** A minimum of five years of experience specifically relating to the development of technical specifications relative to fleet equipment.

**Knowledge and Skills:** Operational knowledge of fleet vehicle operations and systems including manufacturer specifications and business practices. Ability to write technical specifications. Strong business acumen and technical knowledge, with the ability to understand current and future business requirements, evaluate financial impacts and provide recommendations. Ability to write technical specifications. Knowledge of procurement practices, procedures, and policies. Strong organizational and time management skills. Ability to handle multiple tasks and a demanding workload, and effectively meet deadlines. Demonstrated initiative and the ability to function in an independent manner. Sound judgment and decision making abilities. Flexible and adaptable to the changing needs of this position. Resourceful and able to find new and better ways to execute responsibilities. Ability to develop and manage budgets. Ability to write technical specifications. Strong analytical skills and technical knowledge required in order to collect information, establish facts, create valid solutions, and develop recommendations. Demonstrated initiative, along with the ability to work under minimal supervision. Demonstrated judgment and problem solving abilities. Demonstrated attention to detail. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to quality service. Ability to facilitate problem resolution. Ability to deal courteously and tactfully with a variety of internal customers and external suppliers. Excellent interpersonal and communication skills and the ability to build and maintain positive, professional relationships. Good presentation skills to communicate recommendations to a committee for approval. Considerable skill with various software programs related to the work. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License:	Yes. Valid BC driver's license, unrestricted Class 5.
Vehicle Usage:	Yes. As per vehicle usage policy.
Police information Check:	No.

**Prepared by:** Bourret  
**Date prepared:** July 2016  
**Date revised:** January 2022  
**Revised by:** J. Wiseman/L. Hempsall