

Corporate Fleet Manager

Location: Surrey, BC
Start Date: Immediately

COMPANY OVERVIEW

Arctic Arrow is a Canadian owned and operated company specializing in powerline transmission, distribution, and underground cable work. We offer exemplary construction and maintenance services in the power utility sector across Canada and operate out of offices located in Surrey, Cranbrook, Sparwood, Fort St. John and Dawson Creek, British Columbia as well as Aldersyde, Alberta.

As we continue to grow, Arctic Arrow is offering this exciting opportunity for a Project Engineer to work as part of our project team in the field and travel across Western Canada.

POSITION OVERVIEW

Reporting to the President, this position is responsible for the safety, operations and management of equipment companywide, in addition to the maintenance, repair, licensing, driver compliance and dispatch of the company fleet of vehicles and equipment and the daily operations and reporting.

As the Corporate Fleet Manager, you will support the Area Manager's in establishing and meeting safety, financial and operational targets for the business unit. You will also provide support to company business units in all regions, relating to vehicles and equipment purchases, maintenance, and disposals, in addition to providing information on suppliers and their capabilities.

Furthermore, you will continually communicate with existing and potential equipment and related service providers to expand this segment and ensure the company is meeting or exceeding their utilization and cost expectations.

RESPONSIBILITIES

1. Ensure compliance/adherence to corporate fleet policies, to include but not limited to class 1-3 driver logs, daily equipment inspections, idling/speeding policies, damage and accident reporting/disciplinary actions.
2. Coordinate the purchase and/or leasing of all field equipment needs, to the specification of field operations, and in accordance with corporate budgets.
3. Manage total companywide fleet utilization. Generate reports to distribute to area management to ensure maximum utilization/profitability of fleet.
4. Establish/maintain key relationships with fleet vendors (bulk fuel providers, parts vendors, contract mechanics, leasing companies, etc.) and ensure seamless assistance to field operations on an as needed basis.
5. Effectively communicate procurement strategies to team members and stakeholders in a timely and clear fashion
6. Work closely with the Executive to identify future procurement requirements
7. Manage the filing and compliance of all corporate fleet documents including but not limited to registrations, insurance, driver logs, inspections, maintenance.
8. Track all fleet costs and report/advise on trends and solutions. Maintenance, repair, fuel, leasing, etc.

9. Analyze trends and market conditions for the present and future pricing, availability, lead-time, and capacity of goods and services
10. Interview, identify, and qualify potential new vendors or suppliers in order to secure more cost-effective sources of products and services. Work with Operations and Finance to approve vendors as needed
11. Negotiate pricing, terms and conditions of sale, and warranties of goods and products with key suppliers and vendors
12. Monitor vendor, service provider, outsourcer, and/or contractor performance to ensure quality of service
13. Develop and deliver purchasing and inventory reports, bid proposals, requirements documentation, and tender documents
14. Perform other duties as assigned as it relates to the essential functions of the position
15. Hands-on involvement in the procurement of vehicles, heavy equipment, goods and services for the company
16. Accept delivery of equipment after thorough mechanic inspection
17. Accountable for equipment disposal and maximizing value
18. Advise the organization on the total cost of ownership to maximize value of the assets
19. Provide fleet support and guidance to area management
20. Identify potential costs savings, and formulate business case presentation to management
21. Able to effectively manage fleet support personnel
22. Frequent travel to various company branches/sites required

SKILL SETS

1. Diploma or degree in purchasing, procurement, and/or supply chain management
2. Proven decision making competence and effective negotiation/contract management skills
3. Demonstrate excellent planning, organizational and administrative skills
4. Demonstrate excellent verbal/written communication, time management, interpersonal skills
5. Achieve results through problem solving and setting priorities
6. Ability to take direction and support multiple departments
7. Ability to work independently and collaboratively on a variety of complex projects/issues
8. Ability to work in a high pressure and sometimes stressful environment caused by multiple deadlines
9. Ability to build trusting relationships and work independently without direction or guidance when required
10. Ability to deal tactfully with vendors, suppliers, and contractors who provide a broad spectrum of products and services.
11. Proficient in conducting research into product- and service-related issues
12. Sound working knowledge of a utility, vehicle and heavy equipment operations, overhead services

QUALIFICATIONS

1. Diploma or degree in purchasing, procurement, and/or supply chain management
2. String knowledge of Federal & Provincial Ministry of Transportation regulations including IFTA & ProRate.
3. 5 years' experience in a hands-on Fleet Management role, ideally with emphasis on capital equipment with a power line contractor, construction firm or EPC
4. Valid Driver's License (Class 5)
5. Experience in business case and contract writing
6. Experience with onboard Telematics and Utilization tracking system
7. Experience with a fleet cost and inventory tracking software system
8. Strong working knowledge of Word, Excel, Access, PowerPoint and ability to learn new software as required
9. Strong knowledge of purchasing regulations and laws, as well as provincial cross-border transportation and registration laws

REMUNERATION

Arctic Arrow offers a competitive compensation and benefits package for the right individual. If you are ready for the next step in your career, please submit your resume in confidence at www.arcticarrowgroup.com/careers.