***Apply By:****Monday, June 12, 2023 11:59 pm EDT*

**Fleet Specialist**

**Organization:**

Ministry of Transportation

**Division:**

Corporate Services Division

**City:**

Kingston, London, North Bay, Peterborough, St Catharines, Thunder Bay, Toronto

**Job Term:**

1 Temporary assignments/contracts up to 12 months with possible extension

**Job Code:**

11OAD - Office Administration 11

**Salary:**

$29.83 - $35.61 Per Hour\*
\*Indicates the salary listed as per the OPSEU Collective Agreement.

[**Posting Status:**](https://www.ontario.ca/page/careers-job-ad-definitions)

Open Targeted

**Job ID:**

198908

[**Apply Online**](https://www.gojobs.gov.on.ca/Apply.aspx?Language=English&JobID=198908)

[**View Job Description**](https://intra.ejobs.careers.gov.on.ca/PDR.aspx?Language=English&JobID=198908)

Come and check out this opportunity with a growing and evolving office. Our Regional Fleet Services Office will provide new challenges to you as we expand our business to support a broad client group and provide opportunities for you to use your strategic, organizational and customer service skills.

Note: This position is required to report to and work from the physical work location a minimum of three days per week. Current hybrid work arrangements are subject to change. The work location will be determined based on the successful candidate and can be located at any of the following offices:

125 Sir William Hearst, Toronto, ON
301 St. Paul Street, St Catharines, ON
447 McKeown Avenue, North Bay, ON
300 Water Street, Peterborough, ON
659 Exeter Rd, London, ON
777 Bay St, Toronto, ON
1355 John Counter Blvd, Kingston, ON
615 James St S, Thunder Bay, ON

**OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:**

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) and the [OPS Diversity and Inclusion Blueprint](https://www.ontario.ca/page/ops-inclusion-diversity-blueprint) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code). Refer to the "How to apply" section if you require a disability-related accommodation.

**What can I expect to do in this role?**

In this position, you will:
• provide a range of program, administrative and operational services within a team environment
• support of the delivery of fleet management operations for OPS vehicle users within a geographic region
• provide statistical analysis and develop a variety of regular and ad hoc reports
• make recommendations to enhance administrative/program efficiency
• provide excellent customer service to our clients
• act as liaison between the Ministry clients and the Fleet Management Centre (FMC).

**How do I qualify?**

Research, Analytical and Reasoning Skills:

• You have research, analytical and reasoning skills to research, assess and prepare a variety of involved reports
• You have knowledge of research and data/statistical analysis and techniques to conduct statistical data analysis
• You have the ability to interpret policies, procedures and relevant legislation

Computer Skills:

• You have demonstrated knowledge of and skills with computer software programs, database management and typing skills to produce reports and other materials

Customer Service and Communication Skills:

• You have proven customer service skills
• You have knowledge of customer service techniques, applications and standards
• You have communication skills to provide information
• You have interpersonal skills to effectively interact with clients, manufacturers and insurance adjustors
• You have presentation and training skills to share information with staff and clients

Organizational and Coordination skills

• You have organizational and coordination skills
• You have the ability to prioritize work and problem solve

**Additional Information**

**Address:**

* 1 Temporary, duration up to 12 months, 301 St Paul St, St Catharines, West Region or 125 Sir William Hearst Ave, Toronto, Toronto Region or 447 McKeown Ave, North Bay, North Region or 300 Water St, Peterborough, East Region or 659 Exeter Rd, London, West Region or 777 Bay St, Toronto, Toronto Region or 1355 John Counter Blvd, Kingston, East Region or 615 James St S, Thunder Bay, North Region

**Compensation Group:**

Ontario Public Service Employees Union

[**Schedule:**](https://www.ontario.ca/page/careers-job-ad-definitions)

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**Category:**

Administrative and Support Services

**Posted on:**

Monday, May 29, 2023

**Note:**

* C-MT-198908/23

**How to apply:**

1. You must apply online by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers). You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](https://www.gojobs.gov.on.ca/Docs/OPSCoverLetterandResumeWritingGuide.pdf).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](https://intra.ejobs.careers.gov.on.ca/PDR.aspx?Language=English&JobID=198908) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](https://www.gojobs.gov.on.ca/ContactUs.aspx) to provide your contact information. Recruitment services team will contact you within 48 hours.

**Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.**

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:**The deadline to apply is **Monday, June 12, 2023 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the**[**Ontario's *Human Rights Code***](http://www.ohrc.on.ca/en/ontario-human-rights-code)**.**

 [**Apply Online**](https://www.gojobs.gov.on.ca/Apply.aspx?Language=English&JobID=198908)