

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

Fleet and Parking Services is responsible for delivering the fleet management program for both ministries, Agriculture and Irrigation (AGI) and Forestry and Parks (FP). This includes managing a combined fleet of over 2000 vehicles, encompassing both the General Vehicle Fleet (GVF) --comprised of diverse and specialized owned and leased vehicles used by departments --and the Executive Vehicle Fleet (EVF), which supports Ministers, Deputy Ministers, and senior officials.

The team also oversees parking assignments across all ministry sites throughout Alberta. The Fleet and Parking Manager role exists to provide leadership, oversight, and strategic direction for the effective delivery of fleet and parking services across both ministries.

Reporting to the Director of Facilities and Fleet Services, this position ensures that fleet operations are managed efficiently, consistently, and in alignment with Government and Ministry legislation, regulations, directives, policies, and business plan objectives.

This role is critical in coordinating the development, implementation, and continuous improvement of fleet management programs, including vehicle acquisition, maintenance, tracking, and disposal. It ensures that departments, boards, agencies, and commissions receive timely, reliable, and high-quality fleet services and parking support.

In addition, the Fleet and Parking Manager provides leadership to a team of four FTEs, fostering a high-performing, client-focused environment. The role also serves as a key point of collaboration with ministry stakeholders, offering guidance, advice, and solutions to support operational needs and achieve organizational goals.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Operations Supervision and Leadership (People)

- Fleet and Parking team members are motivated, engaged, and committed to delivering exceptional client service.
- Team members are equipped with the necessary facilities and tools to perform their duties effectively and efficiently.
- Fleet vehicle requirements for Departments, Boards, Agencies, and Commissions are consistently met in a timely and reliable manner

Responsibilities

- Coordinate and organize the business area's activities by providing direction to staff on policies, procedures, and legislation; ensuring the business area's direction is consistent with overall government direction.
- Responsible for the direct supervision of (4) staff.
- Participates in the interviewing and selection of staff, makes recommendations for the hiring of staff to ensure that fleet management positions are filled by qualified staff.
- Ensure staff development through on the job coaching, mentoring, and training.
- Ensure staff are provided appropriate growth opportunities to further develop personal skills

Program Development and Implementation (Process)

- Vehicle fleet performance is continuously monitored, analyzed, and evaluated to ensure cost-effective and efficient management.
- Processes are regularly reviewed and updated to align with evolving requirements within the Government of Alberta and external environments.
- Emerging vehicle technologies and products are assessed and introduced to the fleet where feasible and economically viable.

Responsibilities

- Oversee the management of Fleet operations, including the development, implementation, and monitoring of compliance with fleet policies and procedures.
- Lead the annual vehicle replacement planning and acquisition process for the Government of Alberta fleet.
- Ensure vehicle leasing to ministries and agencies aligns with current vendor contracts, acting as the government's representative for contractual matters, including revisions, disputes, and policy-related issues.
- Develop and implement fleet performance metrics, including Key Performance Indicators (KPIs), along with supporting processes and procedures to meet departmental mandates and priorities.
- Support strategic planning through the development and execution of annual projects and initiatives related to fleet management.
- Maintain awareness of industry trends and emerging vehicle technologies to support effective integration into the fleet.
- Establish and maintain record-keeping systems to track fuel usage, preventative maintenance, and vehicle repairs, and provide reporting and recommendations to departments, boards, and agencies to drive efficiencies and improvements.

Administration

- All Fleets and Parking are managed effectively to meet client requirements.
- Vehicle inventories and performance are maintained in an effective and timely manner.
- Vehicles are properly licenced and equipped to effectively meet client requirements, within legislative and regulatory requirements.

Responsibilities

- Quarterly review of all fleet tasks and parking assignments to ensure accuracy.
- Establish and maintain systems to monitor and ensure adherence to established policies and procedures.
- Manage internal staff to ensure tasks are actioned in a timely manner.
- Open communication and collaboration with staff and departmental clients regarding fleet requirements and parking needs.

Safety

- The Government of Alberta operates in compliance with all applicable federal and provincial legislation and regulations.
- Fleet vehicles are maintained in safe operating condition, with recalls and scheduled maintenance completed in a timely and effective manner.

Responsibilities

- Promote, support, and sustain a strong organizational culture of safety across fleet operations.
- Develop and implement audit processes and procedures to monitor driver compliance and on-road performance.
- Establish and maintain key performance indicators (KPIs) to measure fleet safety performance.
- Lead and support department-wide approach to National Safety Code compliance for the Government of Alberta.

Problem Solving

Typical problems solved:

- The Fleet and Parking Manager leads the development and implementation of Fleet Management and Parking processes, ensuring integrity, and effective delivery of services. This includes building strong partnerships within the department to support client and stakeholder satisfaction.
- Streamlines business processes related to identifying opportunities for efficiency and cost savings.
- Resolves disputes between clients and service providers, ensuring timely and effective resolution. Consults with the Director to ensure transparency.
- The Fleet and Parking Manager leads the development and implementation of Fleet Management and Parking processes, ensuring integrity, and effective delivery of services. This includes building strong partnerships within the department to support client and stakeholder satisfaction.
- Streamlines business processes related to identifying opportunities for efficiency and cost savings.
- Resolves disputes between clients and service providers, ensuring timely and effective resolution. Consults with the Director to ensure transparency.
- Work with clients to review on vehicle specifications, including amendments resulting from manufacturer changes, and coordinate with SARTR Fleet Management to determine final costs and model inclusion for procurement.
- Leads operational delivery of fleet maintenance programs, balancing service requirements with safety, security, and cost-effectiveness while developing related policies and processes.

- Provides leadership for Fleet Management and Parking Assignments, including acquisition, maintenance, tracking, and disposal of vehicles. Also ensuring all parking tasks are handle correctly.
- Uses strong analytical and problem-solving skills to support complex decision-making with senior stakeholders.
- Exercises sound judgment in managing sensitive and competing stakeholder priorities.

Types of guidance available for problem solving:

- Government of Alberta legislation, regulations, policies, directives, and established fleet and parking procedures
- Direction and strategic guidance from the Director of Facilities and Fleet Services
- Consultation with Finance, Procurement, Legal, and other corporate service areas as required
- Collaboration with ministry stakeholders, program areas, and client departments to support operational decisions
- Existing fleet management systems, historical data, and performance reports (e.g., Holman, Focus and OPRA)
- Best practices and standards within public sector fleet management and National Safety Code requirements
- Peer support and knowledge sharing within Service Alberta and other Government of Alberta fleet and asset management teams

Direct or indirect impacts of decisions:

- Decisions made by the Fleet and Parking Manager have a direct impact on Government of Alberta employees, executives, and ministries who rely on fleet vehicles and parking services for daily operations. They also directly affect Fleet and Parking Services staff responsible for service delivery, as well as vehicle safety, availability, compliance, and overall operational efficiency and cost management.
- Indirectly, these decisions impact broader Government of Alberta departments, boards, agencies, and commissions that depend on fleet-supported services, as well as public-facing programs that rely on field operations. They also influence corporate service areas such as Finance, Procurement, and IT, vendor and supplier relationships, and the Government of Alberta's overall reputation for service quality, fiscal responsibility, and regulatory compliance.

Key Relationships

Major stakeholders and purpose of interactions:

- Government of Alberta ministries - to assess fleet and parking requirements, provide guidance, coordinate service delivery, and ensure operational needs are met efficiently and in alignment with policy.
- Fleet and Parking Services staff - to provide leadership, direction, coaching, and support to ensure effective service delivery and achievement of program objectives.
- Director of Facilities and Fleet Services and senior leadership - to provide updates, seek direction on complex or sensitive issues, and ensure alignment with strategic priorities and government policies.

- External vendors, manufacturers, and service providers - to manage contracts, negotiate services, address performance issues, and ensure fleet requirements and specifications are met.
- Industry partners and provincial counterparts - to share information, maintain awareness of best practices, and support continuous improvement in fleet management and vehicle standards.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Other	

If other, specify:

Related field including Economics, Arts, etc.

Job-specific experience, technical competencies, certification and/or training:

The Fleet and Parking Manager role requires extensive experience in fleet operations, asset management, and parking administration within a complex, multi-ministry environment. This includes managing large and diverse vehicle fleets, overseeing vehicle life-cycle processes (acquisition, maintenance, tracking, and disposal), and coordinating parking allocation and assignments across multiple sites. Strong technical competencies are required in the use and management of fleet and parking systems, including Holman and FOCUS for fleet management activities, and OPRA for parking administration. The role also requires proficiency in data analysis, reporting, and the use of system-generated information to support decision-making, performance monitoring, and operational planning. Additional competencies include knowledge of procurement and contract management processes, understanding of government policies and regulations related to fleet operations, and experience working within National Safety Code requirements and broader compliance frameworks. The role benefits from training and/or certification in areas such as fleet management, procurement, asset management, or related administrative systems. Ongoing professional development is also important to stay current with evolving vehicle technologies, fleet management practices, and government policy requirements.

The Manager will provide coverage for the Director during their absence, with learning opportunities in accommodations and facilities, as well as other duties as assigned, including but not limited to Ministry accommodation projects, capital projects, and facilities requirements etc.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to 	Seeks and evaluates information in relation to departmental objectives, focusing on long-term outcomes rather than just immediate processes. Consider challenges and opportunities from a broad perspective, including potential unintended consequences. Anticipates impacts at multiple levels and seeks input from relevant

		identify areas for collaboration	stakeholders. Develops and implements plans aligned with departmental goals to support effective, sustainable outcomes.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Engages others to consider the broader impacts of tasks and initiatives, bringing together diverse perspectives and encouraging open discussion and constructive debate.</p> <p>Promotes collaboration and positive working relationships within the team to build alignment and commitment toward achieving desired outcomes.</p> <p>Fosters trust and develops reliable, respectful working relationships that support effective teamwork and shared success.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>Here's another version with a slightly different tone and flow:</p> <p>Analyzes the root causes of both successful and unsuccessful outcomes and implements actions to support future improvement. Demonstrates accountability for personal and team results in meeting established targets. Seeks out and leverages opportunities to collaborate with other groups to achieve intended outcomes.</p>

