

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Fleet and Safety Manager.

Current Class

Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

CA38

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

FSD/BSB/Facilities and Fleet Services

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Paul Redding

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-05-13

Responsibilities Added:

PSES Fleet Services Team growth:

- * Addition of a third Fleet and Equipment Coordinator position (A02).
- * Addition of two Fleet Safety Officers (PS4).
- * Addition of one Administrative Support (AS5).

Adding a third Fleet and Equipment Coordinator to meet the demands of day-to-day fleet operations, fleet vehicle replacement planning, RMI duties and accountabilities, assisting with driver training delivery and continue supporting Alberta Justice.

Setting-up a Fleet Safety Office and the implementation of a PSES Fleet Safety program to oversee and coordinate fleet vehicle safety with PSES fleet operations, and enhance driver road safety across the GoA through the delivery of a suite of eleven driver safety training courses, all of which were designed and developed internally to best reflect PSES and GoA fleet operations. Each course has been accredited for delivery to GoA Peace Officers by the PSES Training Academy.

Responsibilities Removed:

None.

Job Purpose and Organizational Context

Why the job exists:

The PSES Fleet and Safety Manager provides team leadership to deliver comprehensive fleet management support, and vehicle and driver safety in an integrated, coordinated, and effective manner. The incumbent is responsible to provide leading fleet and vehicle management services for a fleet of approximately 800 vehicles, identifying cost-avoidance and savings opportunities without compromising safety, while developing, growing and maintaining client and vendor relationship.

The annual replacement of eligible fleet vehicles is paramount to maintaining an operational effective fleet for PSES program delivery, and is achieved through detailed planning and preparation. Another important focus of this position is to ensure the department's compliance with the requirements of the National Safety Code (NSC) and all applicable federal and provincial regulatory requirements as they pertain to NSC vehicles and drivers. The incumbent is responsible for leading an effective Fleet Safety Team that is accountable to the Department for monitoring the overall safety fitness and risk levels of PSES drivers and is a cornerstone to the department's Fleet Safety Program. The incumbent is also responsible for managing the department's insurance requirements and coverage, and ensuring all exposures are mitigated, minimized or adequately covered.

Responsibilities

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

- * Oversee and monitor the department's regulatory and safety framework for NSC vehicles and drivers, by working collaboratively with program areas and management, to maintain alignment of their fleet operations to compliance standards and regulations.
- * Conduct automobile collision reviews to determine their prevent ability and cause factors; reporting trends and producing viable risk or loss reduction and mitigation strategies for implementation.
- * The timely treatment and processing of traffic violations is a function this position oversees and accountable for, including identification of drivers with elevated risk profiles and providing practicable reduction or mitigation options.
- * The development and delivery of salient driver training courses to an audience of NSC regulated driver's as well as non-regulated drivers is an important focus. Driver Training delivery is not limited to a PSES participation audience and is current;y delivered to a cross-GoA audience.
- * The incumbent is accountable for the ongoing utilization of the GoA Fleet Management System (FMIS), in collaboration with SARTR and PSES program area, and the more exclusive use of both the vehicle telematics system and Driver Management Information System (DMIS) in support of assessing driver safety fitness and risk levels providing recommendations to mitigate when necessary.
- * This position is also responsible for managing the departments insurance requirements in a manner that ensures physical assets, staff, and risk exposures identified, reported, appropriately protected, and mitigated where applicable.



Problem Solving

Typical problems solved:

PSES Continually faces challenges with maintenance and management of its complex and specialized fleet of approx. 800 vehicles, and approx. an additional 800 pieces of equipment in use throughout the province. Increasing maintenance costs, inconsistencies in vehicle maintenance and reporting practices, as well as adherence to procedures have resulted in the need to oversee a continuously evolving strategy towards a strengthened fleet management function and the need to consolidate fleet practices, procedures, and related activities into a consistent fleet management framework, while adapting to the introduction of new vehicle technologies, options, and standards.

In addition, this position ensures compliance to legislated regulatory requirements for vehicles. The challenge for the incumbent is to maintain and continually improve driver-road safety and vehicle maintenance practices across the department's various Divisions and Branches, despite workload pressures of staff impacted by these requirements. In order to achieve success, the incumbent must:

- * Develop advanced strategies for successful change management and highlight the benefits
- * Find ways to automate processes
- * Use existing exemptions or apply for specific exemptions from the Traffic Safety Act.

Types of guidance available for problem solving:

Consulting the Unit Director, Branch ED and networking within the GoA Fleet Community of Practice are all options for solicited input and guidance when problem solving solutions are not immediately at-hand. Policy and procedures, as well as legislative acts, regulations and standards are written references that are available to formulate solutions, recommendations and provide direction.

Direct or indirect impacts of decisions:

Recommendations and direction provided by this position can affect costs and budgets, as well as impact program area operations through the availability and reliability of vehicles and equipment. This position is depended on to provide succinct information/reporting, and advice from senior management's awareness and decision making.

Key Relationships

Major stakeholders and purpose of interactions:

Internal to PSES:

- * Director of Facilities and Fleet Services - Major fleet and RMI initiatives, leadership and management support, necessary guidance and advice.
- * Fleet and Equipment Coordinators - Vehicle planning and replacement, fleet equipment procurement and vehicle up-fitting, fleet vehicle servicing, repair and maintenance strategies, fleet vendor successes/challenges/concerns/issues etc. RMI-related matters.
- * Fleet Safety Officers and Admin. Support - Regulatory governance and compliance. Vehicle safety, driver training and risk management, collision review, reporting, and trending.
- * PSES Facilities, Finance, and Procurement Teams - Providing/requesting information related to vehicle domicile locations(s), lease commitments, RMI premiums, and department equipment purchases.
- * PSES Divisions and Branches - Collaborate as a service and support provider. Provide advice, direction and consultation services.

External to PSES:

- * SARTR Fleet Management Services - Vehicle replacements, returns, up-fitting, in-servicing, and budget allocation matters.
- * SARTR Fleet Safety Office - Telematics system inquiries, Traffic violation inquiries and responses, driver training.
- * TEC - Vehicle and driver legislative compliance and fleet vehicle/driver related safety matters.
- * Other Large Fleet User GoA Departments - Discuss and confirm their driver training needs and delivery expectations. Socialize fleet issues, challenges and success, lessons learned, opportunities, etc.
- * PSC - Along with the standard HR-related matters, the use of my APS as a driver training advertising medium, and providing driver training statistics for reporting purposes.
- * TBF-RMI - RMI governance; collision and claims reporting, collision review and associated analytics, trending and risk management mitigation, and, reduction strategies.
- * Fleet Vendors and Service Providers - Manage, maintain, nurture, and grow relationships to ensure service quality.

Required Education, Experience and Technical Competencies

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

If other, specify:

NAFA and or CAFM qualifications. P.Log designation. Project Management certification.

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

- * Must have a minimum of five years overseeing fleet operations.
- * Must have applied knowledge and experience developing vehicle specifications including custom-builds, competitive pricing, and purchasing of vehicles, as well as a solid understanding of service, repairs and maintenance associated with fleet vehicles.
- * Must have applied knowledge and experience effectively managing a vehicle and driver fleet road safety program.
- * Must have advanced organizational, project management, and planning experience.
- * Must comprehensively understand the National Safety Code, Alberta Traffic Safety Act and its regulations, and Federal legislation, and where they apply to PSES fleet operations and activities.
- * Must have a solid understanding of vehicle asset allocations to support efficient vehicle rotation, re-assignment, transfer, and 'tiering' concepts to balance fleet user needs.
- * Must understand the applicability, concept and process of automotive taxable benefits as they apply to specific fleet users, in accordance with Canada Revenue Agency rules.
- * Must understand the transportation of Dangerous Goods (TDG) requirement and how they apply to PSERS fleet operations. Ensure proper procedures are in place and comply with TDG regulations.
- * Knowledge of insurance regulations and operating leases is a requirement.
- * Knowledge of contract law, trade agreements, and tendering process (e.g., Request for quotes, proposals, etc.) is an asset.

- * Knowledge and understanding of the 1GX and SAP Success factors systems is a requirement.
- * A knowledge of the principles embedded in the Financial Administration Act required, along with executing the duties and responsibilities as an Expenditure Officer.
- * Must be personable, responsive and able to lead a team that oversees and manages a complex fleet of vehicles and drivers effectively and efficiently.
- * Must have effective interaction abilities and partnership building skills with PSES program areas and their operations, as well as third-party vendors, including background experience with vendor contracting, managing, and negotiations.
- * Must have positive attitude and be a team player.
- * Must have strong analytical skills and experience managing fleet budget allocations, reporting, and management.
- * Must be able to formulate and brief strategies verbally, prepare briefing notes, and deliver informative and decision related presentations.
- * Must have strong work ethic a desire to success and lead by example.
- * Demonstrate solid leadership skills including coaching, mentoring, developing facilitation, presentation, and team building, while exemplifying the APS competencies and values.

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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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 identify areas for collaboration 	<p>Possessing a comprehensive understanding of PSES' Program Area stakeholder operational needs. Aligns these needs with specific accountabilities, roles and responsibilities.</p> <p>Understands the impact key issues, processes and desired outcomes have, and their influence in the delivery of program services by the Department.</p> <p>Assessing options, trends and solutions, then calculating the potential implications they may have on the Department's future direction.</p> <p>Generate viable and</p>

			sustainable solutions to solve problems and exploit opportunities to enhance current processes and workflows.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Presenting alternative options/approaches that will meet the stakeholders principle needs.</p> <p>Remain flexible when applying processes and procedures to support outcomes that meet or exceed objectives.</p> <p>Champion the adoption of new and improved systems or procedures, while managing change and stakeholder expectations.</p> <p>Keep an open mind when dealing with stakeholder concerns or issues. Explore alternative options. Listen to understand, and advocate on their behalf. Be empathetic.</p>
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>Achieve professional competence, then seek and accept additional responsibilities.</p> <p>Know your own strengths and weaknesses, and pursue self-improvement.</p> <p>Lead by example, and ensure your Team are aware of their responsibilities. Develop their potential and keep them informed. Support their development to the extent of your influence, and advocate for their needs.</p>
Drive for Results	○ ○ ● ○ ○	Takes and delegates responsibility for outcomes:	PSES is reliant on mobility to deliver many of its programs to Albertans. A

		<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>safe, functional and available fleet of vehicles and equipment is core to PSES' effectiveness.</p> <p>Balancing competing Program Area needs with fixed resources can be challenging, but at the same time present opportunities to showcase the Team and its abilities. This can require negotiation and working collaboratively with SARTR-FMS while advocating on behalf of PSES' needs. Empowering the Team to work according to their strengths and delegating them responsibility and accountability to achieve desired outcomes and intended effects, builds and maintains Team morale, motivation and enthusiasm and supports positive momentum.</p> <p>Ongoing assessment of a project's progress and success through analysis of results and KPI measurements are crucial in determining whether the short and longer term goals of PSES are being met.</p> <p>Strive for continuous Improvement. Lead initiatives. Set high standards for quality of work, going above and beyond beyond when delivering service and results compared to what is expected.</p> <p>Maintain networking relationships and positive engagement with all Fleet Services stakeholders.</p>
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Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>Collaboration with SARTR and PSES program areas is key to equip vehicle users with the necessary levels of safe and functional fleet assets to facilitate successful program delivery.</p> <p>Collaboration with SARTR, TEC, and PSES SMR's is key to maintaining and continuously improving a robust driver-road safety training program, and remaining align to and compliant with applicable standards and regulations.</p> <p>The Fleet Manager builds and maintains collaborative environments for conducting PSES fleet and insurance related projects and campaigns, which can be multi-faceted and often involve stakeholders internal and external to PSES. The Fleet Manager must demonstrate a high level of competency in this regard.</p>
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

SARTR Fleet Services Manager.
SARTR Fleet and Employee Safety Manager.

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Vacant

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature