



King is Hiring
Project Manager – Fleet Services
Contract (12 months)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager, Transportation, Utilities and Fleet Services, the Project Manager - Fleet Services is responsible for the following:

- Provides overall governance and program oversight for fleet-related projects, systems, and initiatives, ensuring alignment with corporate objectives, asset management principles, and operational needs.
- Plans, leads, and project manages fleet initiatives from initiation through implementation and close-out, including scope definition, scheduling, coordination, risk management, change management, and performance monitoring.
- Manages and administers fleet management software and telematics platforms (e.g. Geotab, Citywide or similar systems), including:
 - overall system configuration and administration,
 - user and account management,
 - coordination of software updates and enhancements,
 - vendor liaison and issue resolution.
- Oversees fleet data governance, including data input standards, data quality, system integration, and ongoing maintenance of fleet records across fleet and asset management systems.
- Leads the analysis, mining, and rationalization of fleet and telematics data to support utilization analysis, lifecycle planning, performance monitoring, safety initiatives, and operational decision-making.
- Develops and maintains dashboards, reports, and performance metrics related to fleet utilization, costs, condition, compliance, and program effectiveness, and prepares summary reporting for management and Council.
- Oversees fleet-related projects that support safety, efficiency, sustainability, and regulatory compliance, including technology deployments, system upgrades, process improvements, and pilot programs.
- Prepares, administers, and project manages contracts related to fleet services, fleet software, telematics systems, data platforms, and professional services, in collaboration with Procurement, Finance, Legal, and internal stakeholders.
- Coordinates and monitors vendor performance and deliverables for fleet contracts and projects, manages changes, and supports contract close-out and post-implementation review.
- Acts as a key liaison between Fleet Services, operating departments, IT, Finance, and vendors to coordinate fleet initiatives, system requirements, and data needs.
- Supports fleet lifecycle and replacement planning through data analysis, reporting, and collaboration with operational staff, contributing to long-term fleet strategies and capital planning.
- Develops and maintains policies, procedures, standards, and guidelines related to fleet systems, telematics use, data management, reporting, and program administration.
- Represents the Division on internal committees, working groups, and corporate initiatives related to fleet services, asset management, data systems, and operational improvement.
- Supports change management activities associated with fleet initiatives, including stakeholder engagement, communications, training coordination, and adoption monitoring.
- Provides guidance and direction to students or junior staff supporting fleet projects, data management,



or program administration, where applicable.

- Identifies opportunities to improve fleet program effectiveness, data integration, system utilization, and service delivery, and recommends implementation measures.
- Performs other related duties as assigned that are consistent with the responsibilities and objectives of the position.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Community College Diploma in Engineering Technology, Business, Information Systems, or a related field; equivalent combinations of education and experience may be considered.
- University Degree in Engineering, Business Administration, Data Analytics, or a related discipline considered an asset.
- Minimum of five (5) years of progressively responsible experience in project management, fleet services, asset management, systems implementation, or public-sector operations.
- Demonstrated experience managing software-based systems, data platforms, telematics, or technology-enabled programs.
- Experience preparing and administering contracts and managing vendor-delivered projects.
- Strong understanding of asset management principles, data governance, and program management in a municipal or public-sector environment.
- Excellent analytical, organizational, communication, and stakeholder-coordination skills.
- Valid Class G driver's licence and access to a reliable vehicle for corporate business.

Conditions of Employment:

- Work involves sustained mental and visual concentration with frequent interruptions.
- Must manage competing priorities and inflexible deadlines.
- Ability to work independently with minimal supervision.
- Required to interact effectively with the public, utility companies, consultants, contractors, legal representatives, staff, and Council.
- Must be legally authorized to work in Canada.

Salary Range/Wage Rate: \$50.72 hourly

Vacancy Disclosure:

This posting is intended to fill a 12 month contract.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on April 14, 2026**.
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit king.ca/employment for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal



Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.