Calgary

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Auxiliary Fleet Coordinator

At The City of Calgary, employees thrive, courageous ideas come to life, and public service opens possibilities. If you are motivated by public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join our organization. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and benefits.

We are the organization that serves the third most diverse city in Canada and one of the most livable cities in the world; a workplace committed to Truth and Reconciliation and fostering employee belonging. We welcome applications from qualified individuals of all backgrounds. Accommodation is available during the recruitment process, upon request.

As an Auxiliary Fleet Coordinator, you will be responsible for strategic coordination, auxiliary fleet lifecycle management and performance oversight of Calgary Transit's portfolio of over 200 vehicles and equipment. You will support operational continuity by coordinating acquisition, utilization, maintenance, replacement, and disposal of vehicles and equipment while leveraging data driven reporting, lifecycle cost analysis and strategic planning input. Primary duties include:

- Act as the central point of contact for Calgary Transit (CT) and Fleet and Inventory (F&I) on all Calgary Transit vehicle and equipment (V&E) portfolio concerns.
- Coordinate the planning, acquisition, assignment, reallocation and relinquishment of V&E to ensure assets are appropriately distributed to meet operational needs.
- Develop technical specifications for new vehicles and equipment, ensuring alignment with operational requirements and safety standards.
- Support technical and financial evaluations and provide recommendations related to ownership versus rental models, vehicle modifications, fueling strategies, maintenance approaches and support infrastructure needs.
- Support schedule maintenance pickup and drop-off processes to minimize service disruption.
- Educate CT staff on vehicle and equipment processes, procedures and expectations.
- Communication portfolio status, availability, risks, and project updates to internal interested parties and customers.
- Assess vehicle and equipment condition and assign unit condition ratings to support state of good repair monitoring.
- Monitor asset age, utilization, maintenance history and performance to support lifecycle cost management and decision-making.
- Develop and maintain replacement and multi-cycle growth plans aligned with City budget cycles, CT operational priorities and expected Green Line and RouteAhead service expansion.
- Document and escalate V&E safety concerns, ensure timely resolution, and support incident and claim investigations.
- Monitor maintenance costs, performance and service provider quality; identify and escalate process gaps and service risks, and support corrective actions.

Qualifications

- A completed 2-year diploma in Business Administration, Operations Management, Transportation, Mechanical Engineering or a related discipline and at least 5 years of experience in a related field such as fleet management, maintenance or equipment coordination.
- A valid Class 5 Driver's Licence (or provincial equivalent), with no more than 6 demerits and no current suspensions or charges pending.
- Ability to obtain a City of Calgary operator's permit.
- Relevant experience with vehicle or equipment lifecycle management, including condition assessment, utilization analysis, maintenance planning, and replacement planning.
- Experience with budget development, forecasting, capital planning, or multi-year asset planning will be given preference.
- Experience with inventory management and report writing is considered a strong asset.
- Experience supporting vehicle or equipment acquisition, including the development of technical specifications, technical or financial evaluations, or lifecycle cost analysis, is considered an asset.
- Proficiency with Microsoft Excel and experience using business intelligence, fleet management, asset management, or

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similar enterprise systems (such as Power Business Intelligence (BI) or M5) would be beneficial.
- Success in this position requires strong communication, organizational, problem resolution and customer service skills.

Working Conditions: This position works in both an office and a shop environment.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Position and Pay Information

- **Business Unit:** Calgary Transit
- **Union:** ATU Local 583
- **Position Type:** 1 Permanent
- **Compensation:** $43.90 - 56.68 per hour
- **Hours of work:** Standard 35 hour work week.
- **Days of work:** This position works a 5-day work week with 1 day off in a 3 week cycle.
- **Location:** 928 32 Avenue NE
- **Audience:** Internal/External
- **Apply By:** December 4, 2026
- **Job ID:** 315637