

Fleet Programs Manager

Permanent, full-time | Fleet & Trails | Remote or hybrid | Ontario travel required

Help manage the equipment that supports Ontario's prescribed trail network.

The Ontario Federation of Snowmobile Clubs (OFSC) is seeking a Fleet Programs Manager to coordinate the day-to-day administration and performance of its Provincial Fleet Program. Working with District staff and volunteers across Ontario, the successful candidate will bring strong operational judgment, analytical skills and a practical approach to equipment management. This role reports to the Director, Fleet & Trails.

What you will do

- Coordinate annual District fleet planning, equipment assignments and approved additions, replacements, relocations and disposals.
- Maintain accurate provincial fleet records and analyze groomer utilization, GPS/telematics activity, grooming hours and reporting discrepancies.
- Monitor equipment condition, repairs, maintenance costs, downtime and recurring reliability issues; coordinate with Districts and service providers.
- Support fleet lifecycle, replacement and capital planning using equipment age, condition, operating costs, utilization and operational needs.
- Provide timely guidance and practical support to District representatives on program policies, reporting and operational matters.
- Review expenditures and supporting documents, assist with budgets and grooming-related financial verification, and flag material issues.
- Prepare operational reports and recommendations; improve data integrity, fleet processes and program controls.

What you bring

- Post-secondary education in fleet or asset management, business, operations, technical studies or a related field, or an equivalent combination of education and relevant experience.
- Progressive experience in fleet, equipment, asset, operations or program management; experience with geographically dispersed assets is especially relevant.
- Strong analytical ability, advanced spreadsheet and information-management skills, and comfort interpreting operational and financial information.
- Knowledge of equipment maintenance, repair coordination, lifecycle planning and procurement or financial controls.
- Excellent communication, organization and problem-solving skills; ability to collaborate with staff, volunteers, suppliers and service providers.
- Experience with GPS/telematics, fleet-management systems, heavy equipment or snowmobile trail grooming equipment is an asset.
- A valid driver's licence and ability to travel within Ontario, occasionally overnight.

Working with the OFSC

This is a permanent, full-time position with a remote or hybrid work arrangement. The role involves province-wide collaboration, seasonal workload fluctuations and occasional work outside regular business hours to address time-sensitive matters.

How to apply

To apply, please submit your résumé and a brief cover letter to **careers@ofsc.on.ca** by November 23 2026. Please reference “Fleet Programs Manager” in your application.

The OFSC is committed to an inclusive and accessible recruitment process. Accommodation is available upon request by contacting **careers@ofsc.on.ca**.