

Fleet and Facilities Manager

Job Summary

Reporting to the Operations Manager, the Fleet and Facilities Manager leads the Drivers, Safety, and Maintenance teams. The role ensures efficient customer satisfaction, profitability, and compliance with Transport Canada/NSC, SGI, CVSA, Canadian HOS, and ELD requirements.

Key Responsibilities

- Deliver business/action plans and departmental budgets; drive continuous improvement
- Lead Driver, Safety, and Maintenance teams: set goals, monitor results, and communicate effectively
- Oversee hiring, training, performance management, and policy compliance
- Resolve service issues promptly
- Ensure preventive maintenance scheduling and safety compliance
- Manage departmental expenses and recommend process improvements
- Run regular staff meetings and performance reviews

Preferred Tools/Systems

- TruckMate TMS
- Isaac ELD
- Fleet maintenance software experience an asset

Qualifications

- Grade 12 (required); CCLP/P.Log designation an asset
- Strong computer and organizational skills
- Class 1A driver's license preferred (not required); commercial driving experience an asset
- Ability to obtain/maintain a clean driver's abstract and criminal record check
- Eligible to work in Canada

Skills & Abilities

- Strong leadership, problem-solving, and communication skills
- Budgeting and cost control; planning and delegation abilities
- Team-oriented, adaptable, and open to new ideas

Compensation

- \$60,000–\$65,000 annually (depending on experience)
- Comprehensive benefits plan

Closing date: September 19th, 2025. We thank all applicants; only those who are selected for an interview will be contacted.

Ghost Transportation Services is an equal opportunity employer. We encourage applications from individuals of all backgrounds and abilities.