

CITY OF NANAIMO

BUSINESS CASE – Fleet Services Department: Mechanic, Fleet Generator Technician

CURRENT OVERVIEW

The City of Nanaimo's Fleet Services department consist of 14 FTEs including mechanics and support staff who are responsible for the stewardship of the City's fleet assets. This includes overseeing, repairing, and maintaining more than 600 City units including passenger cars, vans, SUV's, light-duty, medium-duty and heavy-duty trucks, loaders, backhoes, trailers, excavators, small equipment, emergency generators, snow removal equipment, ice resurfacers, and Fire department vehicles.

In 2018, the heavy windstorm brought to light vulnerabilities with City emergency generators requiring Fleet Services to assign one mechanic additional duties to regularly test and maintain approximately 40 generators and water pumps. This mechanic now primarily works off-site at various facilities ensuring emergency generators and pumps are maintained to CSA standards, and ready for use when needed for emergency purposes.

Currently, mechanics work from 6:00 am – 5:30 pm which coincides with departments peak operating hours resulting in disruptions to department's daily operations for vehicle downtime.

BUSINESS ISSUE

The City's growing fleet combined with one mechanic now focused on generator and water pumps, has highlighted that maintaining services levels is not sustainable with current resources. In addition, the current work model during peak hours is resulting in a higher than acceptable level of operational disruption.

EXPECTED OUTCOME

A dedicated Mechanic, Fleet Generator Technician would return the Fleet Services department to its previous shop capacity. The return of this capacity would allow work schedules to be adjusted for two employees to work until 8:00 pm and perform repairs and maintenance on vehicles and equipment outside peak hours. This would reduce service disruption and will overall allow the City to perform its services more efficiently and effectively.

OPTIONS

Option #1 – Mechanic, Fleet Generator Technician Position

Create a permanent full-time Mechanic, Fleet Generator Technician position reporting to the Manger, Fleet Operations.

Benefits:

- Recovery of previous shop capacity to repair and maintain vehicles and equipment.
- Extension of fleet shop hours to accommodate repairs and maintenance with less service disruption.
- Increased capacity for staff training to keep up with evolving technology and future trends.
- Permanent resource dedicated to emergency generators and water pumps improving City resiliency.

Weaknesses:

- Permanent increase to operating budget of Fleet Services

Financial Analysis:

- Position is anticipated to be a level 13, subject to JEC, with an annual salary of \$101,600 plus benefits. 2024 budget impact including benefits is estimated at \$96,350 based on an April 1st start, 2025 budget impact is estimated at \$132,950.
- Additional annual costs are anticipated at \$19,750 for vehicle expenses, training, cell phone, boot, and tool allowances.
- One-time costs upon the creation of the position are projected at \$90,950 for a new vehicle and cell phone.

Option #2 - Status Quo

Continue with the current organizational structure.

Benefits:

- No increase to operating budget.

Weaknesses:

- Repair and maintenance of vehicles and equipment will have to be prioritized with existing capacity which could result in increased operational disruption of City departments.
- Less capacity for staff training to keep up with evolving technology and future trends.
- Contracting services for vehicle maintenance and repairs may be required to maintain adequate turnover times.

RECOMMENDATION

Option #1 is recommended.