

# 175407 - Depot Manager - Department of Transportation and Infrastructure - Permanent

Government of PEI

50 Cannon Drive, Summerside, Prince Edward Island C0B 2A0 | 1 Position available | Published on: October 27, 2026

Expires on: November 12, 2026

## JOB DESCRIPTION

The Department of Transportation and Infrastructure is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our Equity, Diversity, and Inclusion Policy.

This leadership role is responsible for the overall management of the Mechanical Branch facility in Prince County, which operates on a 24/7 basis. The position provides direction and oversight for staff, services, and resources to ensure efficient operations and the delivery of high-quality service to Depot customers. The incumbent plays a key role in maintaining operational excellence, supporting team performance, and ensuring customer needs are consistently met in a safe and effective manner.

**Duties will include but are not limited to:**

- Manage the daily operations of the Mechanical Branch to ensure efficiency, reliability, and continuous service delivery within a 24/7 environment.
- Lead, supervise, and support staff to foster a safe, productive, and high-performing work environment.
- Oversee the effective allocation and utilization of resources, including equipment, tools, and materials, to meet operational requirements.
- Review and evaluate existing policies and procedures; contribute to the development and implementation of new programs and process improvements to enhance service delivery.
- Ensure compliance with applicable safety regulations, operational standards, and industry best practices.
- Provide after-hours support and maintain availability to respond to operational issues outside regular business hours as required.
- Demonstrate flexibility in scheduling to meet the demands of a continuous 24/7 operation.
- Manage Depot facilities and equipment repair systems to ensure optimal performance and reliability.
- Oversee budget planning and management, including preparation of budgets, cyclical forecasts, and financial reports; monitor trends and recommend cost-control measures.
- Direct Depot services by establishing priorities for Section Heads, Fleet Managers, and Fleet Supervisors.
- Monitor and coordinate operational readiness for seasonal demands, ensuring appropriate planning and resource allocation.
- Manage staffing requirements by forecasting workforce needs, implementing government and departmental HR policies, scheduling after-hours work, and conducting performance evaluations.
- Plan and coordinate seasonal startup operations (summer, winter, and school year), including repairs, maintenance plans, and daily follow-up on work priorities and completion status.

Job type
Permanent / Full-time

Work shifts:
Day, On Call

Work schedule:
40 hrs/week

Work location
On site

Salary:
$86,154.00 - $105,914.00 CAD
Yearly

### Additional information

Job Opening ID:
- 175407

Division:
- Highway Maintenance Division

Department:
- Transportation and Infrastructure

Location:
- Prince County

Pay Level:
- 18

Hourly Salary Range:
- $41.42 - $50.92

Employment Type:
- Permanent

Employment Percentage:
- 100%

Closing Date:
- Thursday , November 12, 2026

- Provide leadership and direction to supervisors by setting expectations, assigning priorities, offering guidance and feedback, and conducting performance reviews.
- Participate in recruitment, human resources, and labour relations processes.
- Lead and support departmental safety programs, including incident management, investigations, and resolution of workplace complaints.
- Evaluate and enhance the Fleet Preventative Maintenance Program to ensure effectiveness and continuous improvement.
- Perform other related duties as required.

**Minimum Qualifications:**

- Must have post-secondary degree/business administration or business OR have grade 12 with a Red Seal Trade Qualifier in a related trade along with extensive training in fleet and facility management.
- Must have extensive supervisory experience at senior level.
- Must have related management experience, including budget management.
- Equivalent education, training and supervisory experience will be considered.
- Must have considerable knowledge about the fleet's equipment.
- Must be familiar with related trades and their roles within the fleet.
- Must possess strong computer skills with the ability to effectively use various software applications. Such as Microsoft Office Suite (Excel, Word, Outlook), email platforms, human resource information management systems and financial information systems for daily operations. Fleet managment system and performance comparison weekly.
- Must have good time management and organization skills to effectively manage workload and tenders.
- Valid driver's license and current clean abstract.
- Must be able to work evenings, weekends and during winter storms and other weather-related events as needed by work priorities of work operations.
- Applicants must have a good previous work and attendance record.
- Prior to commencing employment, the successful applicant must provide a current and satisfactory Criminal Record Check, as well as a hearing test conducted by a certified audiologist.
- This position is designated, employee must be able to travel to or stay work for long periods of time.

**Other Qualifications:**

- Equivalent education, training and supervisory experience will be considered.
- Diagnostic software;
- Knowledge of the Provincial Apprenticeship Program;
- Knowledge of the Highway Traffic Act

**This posting may be used to fill future vacancies.**

**Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.**

**Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.**

**Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at** www.jobspei.ca**. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.**

***Voted as one of Forbes' top 45 Best Employers in Canada for 2026***

***The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.***

## BENEFITS

5:00pm

Open To:
- Public

Union:
- Excluded

Required documents

- Resume

Optional documents

- Work Permit - If you are not a Canadian citizen or permanent resident, please upload a copy of your valid work permit confirming your authorization to work in Canada.
- Certifications - If you hold any of the required or preferred certifications mentioned in the job posting, please upload them here.
- Education - If you earned your credentials outside of Canada, please upload any International Education Credential Recognition documents you have".
- Other
- ID



4 weeks paid vacation annually, as per the Terms and Conditions for Excluded Employees



Employee assistance program



Pension Plan



Employer-paid health and dental benefits