



## Job Description and Posting FLEET MANAGER

Peg City Car Co-op's mission is to provide a reliable, affordable and inclusive carsharing program. We are Winnipeg's first and only carsharing company operating over forty vehicles in the downtown and core-area. We are driven by our passion to create more livable communities by reducing private car ownership. Join a growing team and a local company that is providing sustainable shared-mobility options for Winnipeggers!

### **Purpose**

The Fleet Manager oversees the smooth, safe and efficient operation of Peg City Car Co-op's fleet including fleet improvement projects, damage/maintenance tracking and reporting, and vehicle cleaning. They also manage the fleet assistant position(s).

### **Responsibilities:**

Working in conjunction with our team you will be responsible for generally ensuring that our fleet is well run and meets the needs of members. The position reports to the Operations Manager of Peg City Car Co-op. The core responsibilities of the position are:

- In conjunction with the Operations Manager, develops and works on fleet related improvement projects
- Works closely and maintains good working relationships with suppliers
- Tracks fleet projects and manages damage and maintenance
- Liaises with members specifically to damage and maintenance issues
- Deals effectively and efficiently with a variety of vehicle related problems
- Attends to vehicles, which includes washing, and basic maintenance (e.g. oil levels, wiper fluid, wiper blades, tire pressure, tire changes, etc)
- Manages and mentors fleet assistant(s) and ensures that they are effectively completing tasks
- Works with and reports to the Operations Manager as it relates to fleet issues and any other tasks the Operations Manager deems necessary
- Provides some phone support

### **What we need**

We need someone who is prepared to dedicate themselves to help grow our company and to help us achieve our goals. Working at Peg City Car Co-op is incredibly rewarding, but also challenging and requires an individual skilled at, and able to do a multitude of tasks. The skills we are looking for include:



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- Ability to clean vehicles to established standards
- Basic mechanical skills (e.g. changing tires, change a car battery)
- Expert proficiency with electronic communication and devices (e.g. smartphones and apps)
- Project management skills
- Well versed in Excel and Microsoft/Google Docs Suite
- Experience working on fleets and/or asset management
- Ability to lift a minimum of 20kg
- A valid 5F license with a clear driver's abstract
- Automotive repair experience preferred but not required
- Management experience an asset

### Attributes we are looking for

Our business is built on a high standard of member care and we strive to exceed member expectations. To excel at the position, we need someone with:

- Excellent people and communication skills (warm demeanor/eagerness to help)
- Ability to work proactively and a selfstarter (able to initiate projects and does not need direct supervision)
- Multitasking proficiency and able to stay well organized under pressure
- Utmost level of professionalism and attention to detail
- Ability to work alone and in a team environment
- Basic knowledge of Winnipeg geography

### What we offer

Peg City Car Co-op is a growing company with room to move and opportunity to grow. We try to invest in our staff. We are a friendly company that strives to create a safe, respectful and satisfying work environment. We provide a living wage to our staff and generous benefits and vacation package.

### How to apply

Please send a cover letter and resume in PDF format to [info@pegcitycarcoop.ca](mailto:info@pegcitycarcoop.ca). Email should have subject: **Fleet Manager Hire**. Only those selected for interviews will be contacted. Thank you for your interest in Peg City Car Co-op.