



Job Description and Posting FLEET ASSISTANT

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 nearly fifty 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 Assistant assists in the smooth, safe and efficient operation of Peg City Car Co-op's fleet including damage/maintenance tracking and reporting, and vehicle cleaning. The position directly reports to the Fleet Manager.

Responsibilities:

The Fleet Assistant is responsible for generally ensuring that our fleet is well run and meets the needs of members. The core responsibilities of the position are:

- Visit all carshare vehicles on a regular basis to verify vehicle readiness;
- Refuel and clean carshare vehicles;
- Track and record receipts for all fuel purchases;
- Replenish trip logs weekly and collect completed trip logs;
- Gather and replenish vehicle supplies as required;
- Conducts minor vehicle maintenance and troubleshooting;
- Transports vehicles for maintenance or repairs, and rotates vehicles as needed;
- Maintains vehicle maintenance records;
- Assists with installation of parking spot signage;
- Provides support to other staff in the completion of their duties;
- Assists in member services duties by answering calls and solving member related issues;
- Perform other duties, as assigned.

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
- Experience in Excel and Microsoft/Google Docs Suite
- Customer service experience
- Ability to lift a minimum of 20kg
- A valid 5F license with a clear driver's abstract

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
- Comfortable navigating the city by bicycle or car

What we offer

Peg City Car Co-op is a growing company with room to move and opportunity to grow. We strive 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 a benefits and vacation package. The position is full time, permanent.

How to apply

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