



## **Job Description and Posting**

### **FLEET ASSISTANT**

#### **Full-Time, Permanent Position**

#### **Starting Salary: \$42,250 + On-Call Pay**

Peg City Car Co-op is Winnipeg's first and only carsharing company, operating nearly 200 vehicles around central Winnipeg. Our passion for creating more livable communities by reducing private vehicle ownership is what drives us. Join our team of Fleet Assistants who work to provide seamless, clean, and reliable access to our carsharing vehicles. You'll be part of a local co-operative providing sustainable shared mobility for Winnipeggers with an unparalleled level of member focus.

### **Purpose**

The Fleet Assistant supports the safe and efficient operation of Peg City Car Co-op's fleet of carsharing vehicles. A Fleet Assistant's primary role is to ensure the cleanliness and comfort of each vehicle. They're the eyes and ears of our fleet, travelling among the vehicles to track, report, and manage maintenance, damage, and cleanliness issues as they arise.

### **Hours**

This is a full-time, permanent position with 40 hours per week, 8:00 a.m. to 4:00 p.m. Work days include a mix of weekdays and weekends.

### **Responsibilities**

The Fleet Assistant reports directly to the Fleet Manager. The core responsibilities of the position are to:

- Clean and inspect vehicles for roadworthiness;
- Manage tools and equipment issued to you;
- Gather and replenish vehicle supplies;
- Conduct minor vehicle maintenance and troubleshooting;
- Drive any vehicle in our fleet of cars, trucks, and vans;
- Manage vehicle maintenance records;
- Use mobile and desktop software to keep records and communicate;
- Occasionally support member services duties by answering calls and solving member-related issues;
- Participate in social media videos as needed;
- Be on call in rotating shifts;
- Perform other duties as assigned.

### **Abilities and Experience**

We need someone who will join us in growing carsharing in Winnipeg. Working at Peg City Car Co-op is both rewarding and challenging. It requires individuals to manage

multiple tasks in a fast-paced work environment that can change rapidly. The skills we are looking for include:

- The ability to clean vehicles to established standards with attention to detail;
- Some customer service experience;
- Basic knowledge of how a vehicle works with some mechanical skills (e.g. changing tires or a car battery);
- Expert ability to communicate effectively over multiple software platforms;
- Well-developed organizational and task management skills;
- Basic aptitude in Excel and Microsoft/Google Docs Suite;
- Knowledge of Winnipeg geography;
- Availability for evening on-call shifts as scheduled;
- The ability to lift a minimum of 20kg;
- A valid 5F licence with a clear driver's abstract.

## **Attributes**

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

- Excellent people and communication skills;
- The drive to help others;
- Proficiency in managing multiple tasks and the ability to stay organized under pressure;
- Comfort with repetitive physical labour in all-weather conditions;
- Interest in working predominantly alone while collaborating mostly over digital channels (e.g. Slack);
- The utmost level of professionalism and attention to detail;
- The confidence and know-how to navigate Winnipeg by bicycle or car.

## **What We Offer**

Peg City Car Co-op is a growing company with opportunities for advancement. We invest in staff and nurture a workplace that is both respectful and rewarding. We offer a living wage, comprehensive health insurance benefits, an RRSP matching program, a company car, and a competitive vacation package.

## **How To Apply**

Please send a resume and a letter with your name and the following three questions answered:

- *Why are you interested in the Fleet Assistant role at Peg City Car Co-op?*
- *Tell us about a time you built, fixed, or maintained something in a personal or professional context. What did you learn, and what did you get out of the*

*process?*

- *Describe something that you do in your free time that requires physical effort or stamina. Why do you do it?*

We encourage, but do not require, you to include a 60–90 second video or audio message introducing yourself and sharing something you'd like us to know about you.

Please send both the letter and the resume as separate PDF files (and the video or audio as an MP4 or MP3) to [recruitment@pegcitycarcoop.ca](mailto:recruitment@pegcitycarcoop.ca).

The email subject is **Fleet Assistant Hire**. The deadline is 11:59 pm, August 11th. Only those selected for interviews will be contacted.

Peg City is committed to hiring individuals who reflect the diversity of the communities we serve. We value the unique perspectives and experiences that individuals from different backgrounds bring and actively encourage applications from underrepresented groups.

Applicants must be Canadian citizens or permanent or temporary residents of Canada with a valid Canadian work permit.

Thank you for your interest in Peg City Car Co-op!