

Fleet Coordinator

EQUS was founded on the cooperative spirit. Our core values of Quality, Accountability, Community, and Knowledge define the attitude that our teams bring to work every day. Together we deliver quality electrical services to rural Alberta.

Job Purpose

The position of Fleet Coordinator is an operational role that will have a primary focusing on coordinating fleet maintenance and repairs. The objective of this role is to promote awareness of safety, maximize fleet savings and increase the overall fleet dependability and efficiency. All of the key responsibilities are directed toward minimizing downtime of all fleet operations and obtaining a high degree of fleet reliability.

Duties and Responsibilities:

- Assess and schedule fleet maintenance and repairs;
- Collaborate with staff and external vendors to create an efficient and effective fleet management program;
- Coordinate contract set-up and rates with repair and maintenance suppliers;
- Coordinate, negotiate, and assign third-party vendors;
- Maintain inventory of spare supplies, parts, and tires;
- Monitor maintenance scheduling;
- Maintenance invoice monitoring and reconciliation;
- Establish effective strategies to ensure streamlined communication with all staff regarding fleet;
- Assist with vehicle purchases and replacements;
- Ensure compliance with Alberta Transportation regulations;
- Assistance with fleet specifications in collaboration with stakeholders and Standards Department;
- Maintain a fleet inventory of all vehicles owned by the organization, including their make and model, purchase date, current mileage, repair history, and outstanding repairs, etc.;
- Inspection and coordination of new incoming fleet;
- Communicating with vendors or teams regarding service appointments for each vehicle;
- Coordinating with insurance companies to file claims for damaged vehicles;
- Vehicle warranty and recall management and monitoring;
- Reporting vehicle accidents or other incidents involving company vehicles to appropriate departments;
- Working with Human Resources and Safety schedule employee training on company vehicles or equipment;
- Maximize return from cost-saving strategies;
- Minimize fleet downtime and increase fleet dependability;
- Create and monitor purchase orders;
- Other duties as assigned.

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Corporate Office
Box 6199, 5120-40 Avenue
Innisfail, AB T4G 1S8

North Area Office
Box 1178, 4804-41 Street
Onoway, AB T0E 1V0

Central Area Office
Box 6199, 5803-42 Street
Innisfail, AB T4G 1S8

South Area Office
Box 1657, 3 Alberta Road
Claresholm, AB T0L 0T0

Job Requirements/Education

- Supply Chain Diploma, Certificate or Fleet Management Certificate or equivalent experience;
- 2 - 5 years of experience in a fleet management role, preference given to candidates with a mechanical, and utility fleet background;
- Understanding of digital analysis, business management, and financial comprehension;
- Working knowledge of automotive and heavy-duty mechanics and equipment;
- Must be current with the latest truck technology and understand current trends;
- Good understanding of diagnostic tools;
- Advanced computer skills, able to navigate diverse programs;
- Strong interpersonal & communication skills;
- Strong communication skills to effectively monitor the fleet program with teams;
- Ability to multi-task in a fast-paced environment;
- Experience with Trimble and Microsoft Office Suites;
- Time management and organizational skills;
- Valid Class 5 driver's license;

Review and Approval of Work

This position reports directly to the Operations Leader – Supply Chain.

Power up your career by joining the EQUS team!

Submit your application to HR@EQUS.CA



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.