



Wahnapiatae First Nation

259 TAIGHWENINI TRAIL ROAD
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JOB POSTING

JOB TITLE: Fleet Manager/Mechanic
LOCATION: Wahnapiatae First Nation
REPORTS TO: Director of Facilities & Infrastructure
TERM: Full Time, Permanent

NATURE AND SCOPE OF POSITION

The Fleet Manager/Mechanic is responsible for overseeing the maintenance and repair of Wahnapiatae First Nation's fleet of vehicles. They ensure that all vehicles are in safe and working condition, minimizing downtime and maximizing efficiency. The Fleet Manager/Mechanic also manages a team of mechanics and coordinates with other departments to ensure the smooth operation of the fleet.

RESPONSIBILITIES

- Develop and implement a preventive maintenance program for all vehicles in the fleet.
- Schedule and prioritize vehicle repairs and maintenance tasks to minimize downtime and ensure timely completion.
- Conduct regular inspections of vehicles to identify any potential issues or safety concerns.
- Diagnose and troubleshoot mechanical, electrical, and hydraulic problems in vehicles and machinery.
- Perform routine maintenance tasks such as oil changes, tire rotations, and brake inspections.
- Coordinate with external vendors for specialized repairs or maintenance services.
- Maintain accurate records of all repairs, maintenance, and inspections performed on each vehicle.
- Manage and supervise apprentices as needed.
- Train apprentices on new technologies, tools, and equipment to enhance their skills and knowledge.
- Monitor and control inventory of spare parts, tools, and equipment to ensure availability when needed.
- Collaborate with other departments, such as operations and finance, to ensure fleet needs are met efficiently.
- Stay updated on industry trends, regulations, and best practices related to fleet management and vehicle maintenance.
- Operate machinery when not engaging in mechanic-related tasks.

QUALIFICATIONS

- High school diploma or equivalent; additional technical certifications or vocational training is preferred.
- Proven experience as a Fleet Manager or Mechanic.
- Strong knowledge of vehicle mechanics, electrical systems, and hydraulic systems.
- Proficient in using diagnostic tools and equipment to identify and resolve mechanical issues.
- Excellent organizational and time management skills to prioritize tasks effectively.

- Strong leadership and interpersonal skills to manage a team of mechanics.
- Ability to work independently and make sound decisions under pressure.
- Good communication skills to effectively interact with team members, vendors, and other departments.
- Proficient in using computer software and systems for record-keeping and reporting purposes.
- Valid driver's license and clean driver's abstract.

WORKING CONDITIONS

- The Fleet Manager/Mechanic typically works in a garage or workshop environment.
- May be required to work in outdoor conditions, such as during vehicle inspections or repairs.
- May need to lift heavy objects and work in tight spaces.
- May be exposed to noise, fumes, and hazardous materials, requiring adherence to safety protocols.
- May be required to work evenings, weekends, or on-call shifts to address emergency repairs or breakdowns.
- Travel may be required to visit off-site locations or attend training sessions/conferences.

A complete job description will be provided upon request.

HOW TO APPLY

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietefn.com
Anishinabek and First Nation members are encouraged to apply.

We thank all applicants for their interest, however, only those interviewed will be contacted.