



# Fleet and Equipment Maintenance Associate Job Ad

*Harvest Manitoba is a fast-paced and energetic workplace with employees that care about the work we do and the communities that we serve. As a not-for-profit, community-based organization, our goal is to collect and share food with people that are hungry and offer training opportunities to help people step up and out of poverty.*

**Harvest Manitoba** is an outstanding place to work with employees who care greatly about the work we do and the people we serve. We are seeking a dedicated **Full-Time Fleet and Equipment Maintenance Associate** who will work well with our team and ensure that fleet and equipment is available, dependable, and safe always. This person must have exceptional organizational and time management skills and should be experienced with mechanical and equipment maintenance.

### **What you will do:**

- Analyze maintenance costs and provide recommendations on fleet utilization and replacement.
- Track fleet usage and maintain accurate inventory of equipment, including fluids, first aid kits and check lists.
- Ensure fleet maintenance records are accurate and up to date. Establish schedules and methods for providing fleet maintenance and repair services in a timely fashion and within budget.
- Prepare regular weekly and monthly maintenance report and parts usage for management appraisal as required.
- Communicate maintenance requirements to ensure maximum efficiency and implement corrective actions as required.
- Identify maintenance employee training requirements and ensure successful completion.
- Coach drivers on identification of faults and ways of reporting or providing continuous, constructive feedback regarding performance of assets in transit.
- Investigate incidents and accidents, report them to the appropriate Safety personnel, and complete all required paperwork.
- Coordinate outside fleet repairs; may include identifying and placing orders for repair/replacement parts for vehicles and equipment.
- Complete special projects and perform other duties as assigned.
- As a member of the Winnipeg Harvest CREW, support the team however needed to ensure operational needs are being met.

### **About You:**

- A strong belief in the dignity of all human beings and a positive and caring approach.
- Previous experience in mechanical and equipment maintenance required.
- Valid class 5F driver's license and clean driver's abstract required.
- Rechargeable Battery maintenance experience an asset.
- Ability to lift, push, pull a minimum of 50 lbs., sit, and stand for extended periods of time.
- Excellent attention to detail & strong organizational skills.
- Clear communication skills with the ability to read, write legibly and follow oral and written instructions.
- Knowledge of food-security and poverty issues an asset.
- A strong team focus, ability to work well with others and an interest in supporting the organization and its CREW.

***Evening and weekend shifts will be required as business levels dictate.***

***Think you have what it takes to join our outstanding CREW? Let's talk.***

To learn more about this opportunity, visit: <https://www.harvestmanitoba.ca/about-us/join-our-crew/>

**Apply by email with your resume and cover letter at: [hr@harvestmanitoba.ca](mailto:hr@harvestmanitoba.ca)**

*We thank all candidates for their interest; however only those with the required qualifications will be contacted.*

Harvest Manitoba is an equal opportunity employer and is committed to equity, diversity & accessibility in the workplace.