



### **About Harvest Manitoba**

Harvest Manitoba (“Harvest”) is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 11 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 325 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 80,000 Manitobans every month, 46% children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

### **Mission**

*Working together  
towards a healthier  
future for all where  
no Manitoban goes  
hungry*

### **Fleet and Equipment Maintenance Coordinator Job Description Full-Time Permanent**

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 **Fleet and Equipment Maintenance Coordinator** 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.

**Reports to:** Senior Facilities Manager

#### **Responsibilities:**

- Analyze maintenance costs and provide recommendations on fleet utilization and replacement through Samsara system and day-to-day monitoring.
- Track fleet usage and maintain accurate inventory of equipment, including fluids, first aid kits and check lists. Promptly replenish/replace missing vehicle equipment.
- 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.
- Collaborate and execute on fleet projects i.e.: seasonal tire changeover, winterizing, routine maintenance, acquisition, and branding.
- Communicate maintenance requirements to ensure maximum efficiency and implement corrective actions as required.
- Coordinate outside fleet repairs; may include identifying and placing orders for repair/replacement parts for vehicles and equipment.
- Perform minor maintenance items as needed (wiper blades, lamp bulbs, etc.)
- Assess fleet equipment in the yard from time to time, regardless of what season it is. Boost vehicles as required, clear snow and prepare/pre-start vehicles for daily roll out.
- Perform other duties as assigned around the facility.
- As a member of the Harvest Manitoba 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.
- Good working knowledge of computer systems, particularly MS Office.
- Required to have a clear Criminal Records Check (CRC).
- Required to have previous experience in mechanical and equipment maintenance.
- Required to have previous experience driving 3-and 5-ton trucks.
- Required to have a valid class 5F driver's license and clean driver's abstract.
- 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.

**Harvest Details:**

- Benefits Package (Dental Care, Extended Health Care, Life Insurance, etc.)
- RRSP Company Match Plan
- Paid Lunch Hour and Breaks
- On-Site Parking
- 8-hour Shift

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

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 selected for an interview will be contacted.*