



## FLEET SPECIALIST

### COMPANY PROFILE

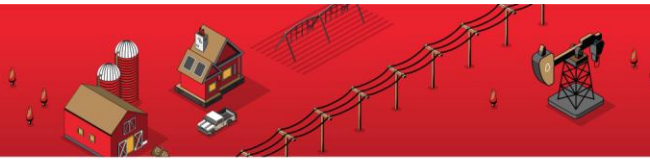
EQUUS was founded on the co-operative spirit. Our core values of Quality, Accountability, Community and Knowledge define the attitude our teams bring to work every day. Together, we connect rural Alberta and enrich the lives of our members.

### JOB PURPOSE

The position of Fleet Specialist 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 the key responsibilities are directed toward minimizing downtime of all fleet operations and obtaining a high degree of fleet reliability.

### DUTIES

- Assess and schedule fleet maintenance and repairs, communicating with vendors or teams regarding service appointments for each vehicle.
- 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 including registration, insurance etc., vehicle warranty and recall management and monitoring.
- Establish effective strategies to ensure streamlined communication with all staff regarding fleet.
- Monitor relevant fleet expenses, budget, general ledger accounts, invoice monitoring and reconciliation.
- 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.



- Vehicle forecasting, purchase and replacement, inspection and coordination of new incoming fleet.
- Coordinating with insurance companies to file claims for damaged vehicles.
- 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.
- Other duties as assigned.

## **REVIEW AND APPROVAL OF WORK**

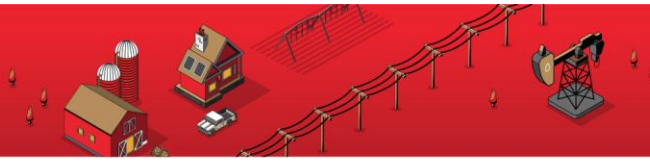
This position reports to the Operations Leader – Supply Chain

## **JOB REQUIREMENTS AND 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.
- Travel to area offices monthly is required.
- 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 e
- 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 Geotab, NetSuite and Microsoft Office Suites an asset.
- Time management and organizational skills.
- Valid Class 5 driver's license.

**Delivering more than power.**

W: EQUUS.CA T: 310-EQUS (3787)



**EQUS**

## **COMPENSATION**

EQUS strives to attract and retain highly skilled talent and expertise vital to our organization's success. We offer competitive wages, a comprehensive benefits package, and excellent opportunities for development and growth.

**Power up your career by joining the EQUS team!**

**Submit your application to [HR@EQUUS.CA](mailto:HR@EQUUS.CA)**

**EQUS would like to thank you in advance for your resume. It will be kept on file for six months from the date it is submitted. EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else. After six months your application, and any personal information collected about you during the verification process, will be destroyed.**

**Corporate Office**  
Box 6199, 5120-40 Ave.  
Innisfail, AB T4G 1S8

**North Area Office**  
Box 1178, 4804-41 St.  
Onoway, AB T0E 1V0

**Central Area Office**  
25 Junction Dr.  
Red Deer County, AB T0M 1R0

**South Area Office**  
Box 1675, 3 Alberta Rd.  
Claresholm, AB T0L 0T0

**Medicine Hat Area Office**  
Unit 8, 12003 Rge Rd. 60A  
Cypress County, AB T1A 4X5