



FLEET COORDINATOR JOB DESCRIPTION

JOB TITLE:	Fleet Coordinator
DEPARTMENT:	Community-Based Treatment & Intensive Home Supports
REPORTS TO:	Senior Clinical Case Manager
HOURS:	40 hrs (Monday -Friday) FT
VACATION:	Starting accrual at 6%
BENEFITES:	GRRSP and Health Benefits Immediate Enrollment

JOB SUMMARY

The Fleet Coordinator reports directly to the Senior Case Manager and is responsible for overseeing the day-to-day operations of the organization's vehicle fleet. Direct responsibilities include (but are not limited to): providing leadership in vehicle operations, maintaining vehicle maintenance schedules, ensuring compliance with agency policies and transportation regulations, managing fleet-related budgets, and ensuring vehicles are operating safely and efficiently to meet the needs of agency programs.

The Fleet Coordinator will collaborate closely with programs and divisions to support service delivery and will participate in internal team meetings to ensure the transportation needs of participants and programs are met.

PRIMARY DUTIES AND RESPONSIBILITIES

Fleet Oversight

- Maintain connection with MPI Fleet personnel.
- Connect with Case Manager, Supervisor or Coordinator of the Day Program, House or Department monthly to ensure vehicle is in good standing and no repairs/ maintenance is required.

- Respond to emergencies such as breakdowns or accidents in a timely manner and create a plan with Day Program, House, department for repairs.
- Other duties as assigned.

Vehicle Maintenance

- Establish and maintain connections with garages, dealerships, oil change centers, as well as parts dealers to ensure agency is getting best price.
- Coordinate with drivers, program managers, and vendors to ensure timely and efficient vehicle availability when vehicle is out of commission due to Maintenance/ Repairs.
- Schedule and monitor routine maintenance, inspections, and repairs to ensure safety and compliance.
- Ensure thorough awareness of parameters of the warranties of each vehicle.
- Provide minor repairs as needed such as carrying parts, and inspect vehicles which may require bending, twisting and navigation around the vehicle.
- Other duties as assigned.

Administration

- Working in conjunction with HR to create streamlined vehicle policies & Company Vehicle package.
- Develop and implement policies and procedures related to fleet safety, driver conduct, and vehicle use.
- Maintain accurate records of vehicle usage, mileage, fuel consumption, and maintenance history.
- Audit tracking sheets, Mileage, Vehicle inspection form monthly.
 - Ensure Mileage used appropriately and up to date, track each vehicles odometer to flag for maintenance needs.
 - Ensure Vehicle maintenance is being upkeep or scheduled as needed
- Provide or coordinate driver training and safety awareness programs.
- Other duties as assigned.

ESSENTIAL REQUIREMENTS

- Up to date resume and cover letter
- Clear Criminal Record Check with Vulnerable Sector Check and Adult Abuse
- Registry Check (no older than six months)
- Clear Child Abuse Registry checks (no older than three months)

- Valid driver's license with access to a reliable vehicle
- Valid First Aid/CPR certificate
- Minimum 2–3 years of fleet management or logistics experience, preferably in a non-profit, social service, or public-sector setting
- Knowledge of Fleet Management and vehicle repairs
- Able to lift objects up to 50 lbs at a time
- Able to travel within the region upon request
- Applicable employment references

EDUCATION

- Completion of High School or GED
- Post-secondary education or training in fleet management & vehicle repair an asset

REQUIRED ATTRIBUTES

- Ability to write clear concise reports.
- Ability to handle multiple projects and priorities in a professional and timely manner.
- Organizational and planning skills with related decision-making abilities.
- Excellent communication and conflict resolution skills.
- Strong organizational and record-keeping skills.
- Strong interpersonal skills and an ability to work effectively as part of the team.
- Demonstrates fiscal responsibility and accountability.
- Pro-active and works well independently.
- Proficiency with Office Applications (Word, Excel, Outlook, etc.) an asset.
- Maintains a courteous, diplomatic, and professional manner at all times.

SUPERVISION

- Reports to Senior Clinical Case Manager

How to Apply

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their résumé to careersmb@tlservices.ca by **4:00 p.m. on Friday, August 7, 2026**. We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf welcomes applications from people with disabilities. Applicants with disabilities may request reasonable accommodation relating to the materials used and/or activities throughout the application and selection process.

Turning Leaf Support Services is committed to fostering and upholding an inclusive workplace that reflects the diversity of the communities we serve, including Indigenous Peoples. We believe in creating opportunities for everyone to thrive by embracing diverse perspectives, experiences, and identities. We encourage candidates from Indigenous communities, minoritized groups, underrepresented groups, and all walks of life to bring their unique talents to our team.