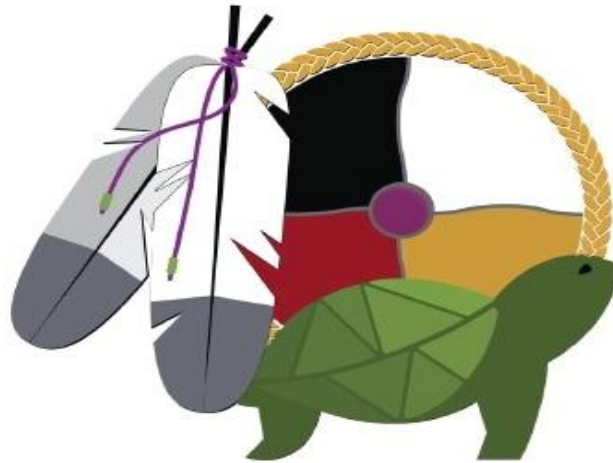




**MATAWA HEALTH
CO-OPERATIVE**

Fleet Coordinator Job Description

PURPOSE OF THE POSITION

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nations owned and controlled health co-operative providing healthcare services that enhance existing health services to achieve long-term health and wellbeing for all members within the nine Matawa First Nations. This provincially incorporated Co-operative consists of the nine Matawa member communities including Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie First Nation. The MHC is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with services tailored to individual community needs. It is the first of its kind in Canada.

The MHC incorporates traditional healing and medicines to address the health needs of the Matawa First Nations in a wholistic way by prioritizing mental health and addictions, diabetes, and chronic diseases. It oversees an Inter-Professional Primary Care Health Team providing direct services in the Matawa First Nations or through telemedicine.

The Fleet Coordinator holds primary responsibility for the oversight, coordination, maintenance, and regulatory compliance of all organizational fleet vehicles, which may include buses, vans, trucks, and other program-related vehicles. The incumbent works collaboratively with management, staff, external contractors, and service providers to ensure vehicles are properly scheduled, maintained, documented, and safely operated. This position exercises independent judgment in prioritizing maintenance, coordinating repairs, monitoring vehicle usage, and addressing safety or compliance matters, recognizing that fleet reliability directly impacts operational effectiveness, staff safety, and overall service delivery across the organization.

RESPONSIBILITIES

The Fleet Coordinator plays a vital role in safeguarding the safety, compliance, and operational readiness of the organization's fleet. This position is responsible for overseeing preventative maintenance programs, vehicle scheduling systems, regulatory compliance, and cost monitoring to ensure the long-term sustainability and reliability of fleet assets.

Fleet Management & Maintenance

- Develop, implement, and oversee preventative maintenance schedules for all fleet vehicles.
- Maintain accurate and up-to-date vehicle files including registration, insurance, inspection certificates, warranties, maintenance logs, and service records.
- Conduct routine vehicle inspections (daily, weekly, seasonal) and ensure required circle checks are completed and documented.
- Coordinate repairs and servicing with approved vendors and external contractors.
- Perform minor repairs and emergency maintenance within scope of ability.

- Monitor fuel usage, operating costs, and vehicle utilization to promote efficiency.
- Provide recommendations for vehicle replacement, upgrades, and capital planning.
- Develop and maintain a centralized vehicle booking and tracking system.
- Ensure vehicles are clean, properly equipped, and operational at all times.

Compliance & Risk Management

- Ensure all vehicles comply with provincial legislation, Ministry of Transportation requirements, and organizational policies.
- Maintain compliance with bus licensing requirements, inspections, and reporting obligations.
- Monitor and ensure completion of required safety inspections and certifications.
- Conduct and document risk assessments related to fleet operations.
- Maintain first aid kits, emergency equipment, and seasonal safety supplies in all vehicles.
- Support the development and implementation of transportation safety procedures and emergency response plans.
- Participate in Joint Health and Safety Committee initiatives as required.

Training & Staff Support

- Provide training and guidance to staff on:
 - Proper completion of vehicle logbooks
 - Pre-trip and post-trip inspection procedures
 - Safe vehicle operation
 - Reporting mechanical or safety concerns
- Promote safe driving practices and accountability across the organization.
- Develop simple tools, checklists, and reference materials to support compliance.

Planning, Reporting & Administration

- Assist in the development of annual fleet budgets and long-term fleet management plans.
- Prepare regular reports for leadership regarding fleet status, maintenance needs, and risk areas.
- Consult with licensing authorities, insurance providers, mechanics, and vendors.
- Perform additional duties as assigned to support organizational operations.

Organizational Responsibilities

As a representative of the Matawa Health Co-operative, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission, and core values in their own work with enthusiasm and commitment.

- Acting in accordance with relevant legislation and organization policies and procedures.
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families, and communities.
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families, and communities.
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries.
- Ensuring accuracy, confidentiality, and safekeeping of agency records.

KNOWLEDGE, SKILLS AND REQUIREMENTS

Education & Experience

- Certification or diploma in Mechanical Technology, Automotive Service, Fleet Management, or a related field is preferred. Relevant experience will be considered.
- Minimum two (2) years of experience in fleet coordination, vehicle maintenance, or transportation services.
- Clean Driver's Abstract.
- Experience working with First Nations organizations or communities is an asset.

Skills & Abilities

- Strong knowledge of fleet maintenance systems and preventative maintenance planning.
- Knowledge of Ontario transportation legislation and vehicle compliance standards.
- Strong organizational and documentation skills.
- Excellent verbal and written communication skills.
- Ability to interpret and communicate technical information clearly to non-technical staff.
- Strong analytical and problem-solving skills.
- Ability to manage multiple priorities and respond effectively to urgent issues.
- High level of integrity, accountability, and professionalism.

Other Requirements

- Valid Ontario Class G Driver's License (access to a reliable vehicle is an asset).
- Clear Vulnerable Sector Criminal Record Check.
- Proof of a current TB Skin Test.

- Willingness to travel to Matawa First Nations communities as required.
- Ability to work flexible hours, including evenings or weekends when necessary.

WORKING CONDITIONS

Physical Demands

The employee may have to travel to our First Nations communities. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The employee may have to spend long hours sitting and using office equipment, computers, and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The position requires strong visual and auditory abilities to read and interpret travel documents, booking systems, and itineraries, as well as to communicate effectively with employees, vendors, and various other key individuals. Attention to detail, prolonged screen use, and the ability to process verbal and written information accurately are essential.

Mental Demands

The employee will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

 Employee Signature	 Supervisor's Title
 Printed Name Date	 Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
 Executive Director's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.