



Whitecap Dakota Nation

EMPLOYMENT OPPORTUNITY

FLEET COORDINATOR

WELLBEING

Status:	Full-Time Term (to December 31, 2025; with the possibility of extension)
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	8:00AM – 4:30PM
Total Hours:	37.5 hrs. per week
Salary Range:	Competitive
Closing Date:	June 1, 2025

ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. Whitecap Dakota Nation is a thriving community focused on growth, innovation, and cultural preservation. You can learn more at www.whitecapdakota.com

POSITION OVERVIEW

The Whitecap Dakota Nation (WDN) is seeking a talented and motivated Fleet Coordinator to join our dynamic team. The ideal candidate will possess excellent fleet management abilities along with basic vehicle maintenance skills. This role offers an exciting opportunity to support operational efficiency in community services while working with a collaborative team dedicated to safe and effective transportation management.

KEY DUTIES

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of WDN and reporting to the WDN Director of Wellbeing, the Employee will:

- schedule and attend vehicle service and maintenance appointments;
- conduct regular vehicle inspections to ensure safety and functionality;
- maintain cleanliness of all WDN fleet vehicles;
- monitor and report vehicle maintenance needs to the Director of Wellbeing;
- ensure proper documentation of vehicle usage, maintenance, and inspections;
- coordinate transportation services for WDN Elder events and community programs;
- maintain an updated inventory of vehicle supplies and report required replacements;
- adhere to all safety regulations, procedures, and safe work practices, including the successful completion of required Occupational Health & Safety (OH&S) training; and
- other related duties as assigned.



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QUALIFICATIONS

- minimum of three years' experience in fleet coordination or a related field;
- strong understanding of vehicle maintenance and safety standards;
- ability to work independently and manage multiple tasks;
- strong computer skills and experience with vehicle log entries and coordination;
- excellent organizational, record-keeping, and communication skills;
- must possess and maintain a valid Saskatchewan driver's license (Class 5) and a reliable vehicle;
- possess or willing to obtain a class 4A license; a class 1A license is an asset but not a requirement; and
- candidate may be requested to engage in the *Enhanced Safe Saskatchewan Driver* course.

APPLICATION PROCESS

- Submit a cover letter and resume by email to: employment@whitecapdakota.com
- The successful candidate will be subject to an acceptable Criminal Record Check with Vulnerable Sector Check as a condition of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.