

Employment Opportunity

Siksika Health Services is a not-for-profit organization which provides Primary Care and Community Wellness support. The facilities are used by our Proud Siksika Nation Members and our friendly surrounding communities. We are a very enthusiastic, empowering and encouraging team. Our **Mission** is to strive for accountable efficient services delivery, and our **Vision** is to proactively provide quality and holistic health care.

Organization:	Siksika Health Services
Title:	Vehicle Fleet Coordinator
Location:	Siksika Health Services
Reports to:	Chief Executive Officer
Posted Date:	October 27, 2025
Deadline:	Open until filled.
Annual Salary:	Based on Experience and Education
Position Status	Term Contract

POSITION SUMMARY:

The Fleet Coordinator is responsible for the acquisition, negotiating, purchasing, inventory control, and effective management, scheduling, and maintenance of Siksika Health Services' vehicle fleet. This role ensures that all vehicles are safe, reliable, compliant with regulatory requirements, and available to support the health programs and services delivered to the community members. The Fleet Coordinator consults with Siksika Health Team Leaders to identify appropriate vehicles for each respective service area, and to develop lifecycle planning strategies that align with each area's operational needs. The Fleet Coordinator also oversees driver compliance, fuel usage, insurance documentation, and vehicle lifecycle planning.

Key Responsibilities

1. Fleet Management and Scheduling

- Prepare an electronic inventory of all current vehicles (make, model, year, colour, mileage, etc.).
- Coordinate daily scheduling, dispatching, and allocation of vehicles to departments and staff.
- Monitor fleet usage, mileage, and trip logs.
- Prepare forecast of services to be provided for the upcoming year to develop the annual budget.

2. Maintenance and Safety

- Develop and maintain a preventative maintenance schedule for all vehicles.
- Coordinate with service providers for repairs, inspections, and safety certifications.
- Ensure vehicles are clean, fueled, and equipped with safety kits.
- Respond to emergency breakdowns and arrange towing/repairs as needed.
- Ensure vehicles are prepared for inclement weather, e.g., snow tires.

3. Compliance and Documentation

- Maintain accurate records of vehicle registration, insurance, inspections, and warranties.
- Ensure compliance with Alberta Transportation safety standards, licensing, and insurance regulations.
- Track and report on incidents, accidents, and repairs.

4. Driver Oversight and Support

- Monitor driver certifications, licenses, and training requirements.
- Ensure drivers adhere to SHS safety protocols and defensive driving standards.
- Support orientation for new drivers on vehicle use, logbooks, and reporting procedures.

5. Financial Oversight and Reporting

- Monitor and reconcile fuel usage, mileage, and service costs.
- Prepare monthly fleet management reports for the organization's leadership and Team Leaders to ensure comprehensive understanding of background and context on vehicle use and purpose.
- Assist in planning and budgeting for vehicle replacement and upgrades.

6. Insurance Claims and Vehicle Repairs

- Coordinate and process all vehicle insurance claims, including documentation and liaison with insurers.
- Maintain records of all claims and ensure timely follow-up to resolution.
- Works with approved vendors to expedite repairs and minimize vehicle downtime.
- Provide regular updates to leadership on claims status and repair outcomes.

(FOR A FULL JOB DESCRIPTION PLEASE CONTACT HUMAN RESOURCES)

Employment Opportunity

Education & Experience:

- Diploma or certificate in Fleet Management, Logistics, Business Administration, or a related field preferred.
- Minimum 3 years of experience in fleet coordination, transportation management, or related role.
- Experience working with Indigenous organizations or communities is an asset.

Knowledge, skills and abilities:

- Strong organizational and scheduling skills.
- Knowledge of vehicle maintenance practices and safety requirement.
- Financial and resource stewardship.
- Proficient in Microsoft Office, (Excel, Outlook) and fleet management software.
- Ability to prepare clear reports and maintain accurate records.
- Strong interpersonal skills with the ability to work collaboratively across departments.
- Valid Alberta Class 5 Driver's Licence with clean abstract; Class 4 or higher considered an asset.
- Human resource management and workforce development.
- Contract negotiations.
- Government regulations and compliance oversight.

Other Requirements

- Ability to pass a criminal record check.
- Awareness of Indigenous languages and cultures (an asset).
- Experience managing large, complex budgets in Indigenous health or public sector check

**PLEASE SEE SIKSIKA HEALTH H.R FOR JOB DESCRIPTION
FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER, EDUCATION
DOCUMENTS, TWO REFERENCE LETTERS and CRIMINAL RECORD CHECK TO:**

SIKSIKA HEALTH SERVICES

Christie Duck Chief

Recruitment Officer

Recruitment@siksikahealth.com

Human Resources Department

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED

