



Peg City Car Co-op Seeks Fleet Operations Assistant

Are you a reliable self-starter who cares about sustainable transportation? Are you excited to see carsharing grow in Winnipeg?

Peg City Car Co-op is busy expanding into more neighbourhoods in central Winnipeg. To help with our growing network of carshare vehicles, we need a dependable person who gets carsharing and how it works. Someone who understands the individual, environmental and community benefits of "Bike. Walk. Bus. And Sometimes, Drive."

About Us

Peg City Car Co-op provides a practical solution for individuals, families and businesses to meet their transportation needs in a convenient and cost effective way. Launched in 2011, Peg City is young, vibrant and growing. Learn more at www.pegcitycarcoop.ca

About the Position

The Fleet Operations Assistant position includes a flexible work schedule and pays \$15 per hour for 20 hours per week along with 3 weeks of vacation pro-rated. There is potential to grow into full-time and expanded responsibilities. Peg City offers a great opportunity to gain valuable experience with an emerging and innovative co-op.

Responsibilities

Fleet operations, including:

- Visit all carshare vehicles on a regular basis to verify vehicle readiness
- Refuel and clean carshare vehicles
- Track and record receipts for all fuel purchases
- Replenish trip logs weekly and collect completed trip logs
- Gather and replenish vehicle supplies as required
- Conduct minor vehicle maintenance and troubleshooting
- Transport vehicles for maintenance or repairs, and rotate vehicles as needed
- Maintain vehicle maintenance records
- Assist with installation of parking spot signage

Other duties:

- While on-call every third weekend, assist members with bookings and work to resolve any issues
- Provide support to other staff in the completion of their duties
- Attend evening committee meetings as required
- Provide information about carsharing and Peg City Car Co-op in a friendly, professional manner
- Other tasks as required

Requirements

- Hold a valid Manitoba Class F driver's licence and clean driving history
- Able to work independently and find solutions
- Able to work a varied schedule including evening and weekends
- Able to respond to time-sensitive vehicle issues

- Willing to learn new skills and able to adapt quickly
- Able and keen to interact with members in a professional manner
- Comfortable working with computers and simple electronics
- Interested in being part of a close-knit team

How to Apply

Please email your cover letter and resume to info@pegcitycarcoop.ca and indicate "Fleet Operations Assistant Application" in the subject line. In the cover letter, please explain what you understand about carsharing, what you know about Peg City Car Co-op, and why you feel you would be an excellent fit with the organization.

Deadline for submission: 7pm, Friday, April 11, 2014

Thanks to all who apply, however, we will be following up only with those selected for an interview.