



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY: WDN FLEET COORDINATOR

EMPLOYMENT OPPORTUNITY
WDN Fleet Coordinator
ADMINISTRATION DEPARTMENT

Status: Type (Full-Time, Permanent)
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 19, 2026

ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. The Whitecap Dakota Nation (WDN) 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) Fleet Coordinator is responsible for overseeing the organization's vehicle fleet across multiple departments. This role ensures that all vehicles are properly utilized, maintained, safe, and compliant with organizational policies and regulatory requirements. The Fleet Coordinator works closely with department leads, drivers, and external service vendors to coordinate vehicle allocation, track usage, and manage maintenance schedules.

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 Chief Executive Officer, the WDN Fleet Coordinator's key responsibilities include:

Fleet Coordination & Oversight

- Manage a multi-department vehicle fleet, ensuring vehicles are available and assigned based on operational needs.
- Maintain an up-to-date inventory of all vehicles, including specifications, assignment, condition, and status.
- Develop, implement, and enforce fleet policies and procedures.

Vehicle Usage Tracking

- Monitor vehicle usage, including mileage, fuel consumption, and trip logs.
- Track and report on vehicle performance metrics and operational costs.
- Ensure accurate and timely capture of odometer readings and usage data.

Maintenance & Repairs

- Schedule preventive maintenance for all fleet vehicles according to manufacturer guidelines and organizational policy.
- Coordinate with approved dealerships, repair shops, and service providers.
- Monitor upcoming maintenance requirements and recall to ensure timely servicing to



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- minimize downtime.
- Address unexpected repairs, breakdowns, or safety issues as they arise.

Compliance & Safety

- Ensure all vehicles meet safety, licensing, and insurance requirements.
- Maintain accurate records of inspections, certifications, and regulatory compliance.
- Investigate vehicle incidents and coordinate repairs, documentation, and insurance claims.
- Promote safe driving practices and provide guidance on vehicle operation policies.

Budgeting & Cost Management

- Monitor fleet-related expenditures including fuel, maintenance, licensing, and repairs.
- Identify cost-saving opportunities without compromising vehicle safety or performance.
- Participate in the development of the annual fleet budget and long-term replacement planning.

Communication & Collaboration

- Work with department Coordinators to understand operational requirements and vehicle availability.
- Communicate maintenance schedules, downtime, and vehicle status updates to stakeholders.
- Train employees on fleet policies, vehicle check procedures, and internal reporting expectations / procedures.
- Adhere to all safety regulations, procedures, and safe work practices, including the successful completion of required Occupational Health & Safety (OH&S) training.
- Other related duties as assigned.

QUALIFICATIONS

Diploma or Degree in Business Administration, Logistics, Supply Chain, Automotive Management, or equivalent (preferred).

Experience managing a multi-department or distributed fleet is an asset. Must possess a valid Saskatchewan driver's license and a reliable vehicle.

WHO CAN APPLY

3–5 years of experience in fleet management, automotive service coordination, operations, or a related field.

ADDITIONAL INFORMATION

Applicants should note that WDN does not currently participate in the Saskatchewan Immigrant Nominee Program (SINP) for this type of position and will not support a SINP job approval.

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 as a condition of employment.

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