



One Arrow First Nation Employment Opportunity

Fleet & Asset Coordinator (Full-time Position)

Position Summary:

Under the direct supervision of the Public Works Manager, this role will be responsible to coordinate all asset management, maintenance, reporting and administrative tasks associated with the fleet vehicles owned or leased by the Nation including but not limited to automobiles, vans, SUVs, trucks, buses, trailers, quads, ATVs, heavy-duty vehicles and equipment. This role ensures all vehicle assets are operated safely, efficiently, and in compliance with applicable policies, procedures, and regulations.

Responsibilities:

- Maintain accurate records of all fleet assets, usage, and condition;
- Coordinate insurance, licensing, and registration requirements with applicable service providers;
- Ensure all drivers meet qualifications, vehicles meet safety standards and are roadworthy;
- Establish and manage a preventive maintenance program to reduce downtime and extend vehicle life;
- Coordinate inspections, repairs, and service schedules;
- Develop and enforce fleet policies, operational and safe driving procedures;
- Oversee the full lifecycle of fleet vehicles, including procurement, allocation, utilization, maintenance, and disposal;
- Coordinate driver training and promote a culture of safety;
- Ensure compliance with all applicable federal and provincial regulations, including Hours of Service (HOS) and Electronic Logging Devices (ELDs);
- Develop and implement a long-term fleet replacement and renewal strategy;
- Provide regular reports and recommendations to leadership on fleet performance and improvements;
- Other duties as required.

Qualifications:

- Post-secondary education in Fleet Management, Logistics, Business Administration, or a related field; **and**
- Minimum 3–5 years of related work experience; **or** equivalent combination of training, knowledge and work experience will be considered.
- Strong organizational and time management skills;
- Ability to plan, coordinate and manage resources;
- Ability to manage competing priorities and work in fast-paced work environment;
- Ability to work independently and collaborate with others;
- Good communication and inter-personal skills;
- Knowledge and experience working with computer software applications and experience with data input systems.

Other:

- Will be required to travel and work flexible hours that may occasionally include evenings or weekends,
- Must possess a current valid Saskatchewan driver's licence and reliable vehicle,
- As a condition of employment must provide:
 - A satisfactory and current Criminal Record Check,
 - SGI Driver's Abstract; and
 - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

To APPLY, please submit cover letter, resume and three professional references to:

Human Resources

Box 147, Bellevue, SK. S0K 3Y0

Or Email: jobs@onearrow.ca

DEADLINE: October 2, 2026