

Long Lake #58 First Nation

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Fleet Coordinator

Long Lake #58 First Nation (LL58FN) is nestled along the beautiful north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. As a member of the Anishinabek Nation and the Matawa First Nation Management Group, LL58FN has a vibrant and diverse membership of which the majority reside in the community or in Thunder Bay, ON. LL58FN is offering an exciting opportunity for a dedicated and skilled health services professional to manage the development and delivery of high-quality health services to its community members.

Job Summary

We are seeking a highly skilled Fleet Manager to join our team at Long Lake #58 First Nation. As a key member of our operations team, you will be responsible for overseeing the daily operations of our transportation fleet, ensuring the safe and efficient movement of goods and personnel. This position will keep track of vehicles, boats, quads, and machinery.

Key Responsibilities

- **Evaluate Daily Operations**
 - Monitor and analyze daily operations to identify areas for improvement and implement changes to optimize efficiency and productivity.
- **Monitor Department's Performance**
 - Track and report on key performance indicators (KPIs) to ensure the department is meeting its goals and objectives.
- **Plan and Organize Daily Operations**
 - Develop and implement plans to ensure the smooth operation of daily transportation activities.
- **Manage Finances or Budget**
 - Oversee the management of transportation-related expenses and ensure that budgets are met.
- **Establish and Implement Policies and Standards**
 - Develop and implement policies and standards for the transportation and storage of goods, ensuring compliance with regulatory requirements.

- **Oversee Scheduling and Dispatching**
 - Coordinate the scheduling and dispatching of vehicles and goods to ensure timely and efficient delivery.
- **Oversee Transportation Service Rates and Monitor Revenue**
 - Monitor and adjust transportation service rates to ensure revenue targets are met.
- **Organize and Maintain Inventory**
 - Manage the inventory of transportation-related equipment and supplies.
- **Record Cargo Information**
 - Collect and record information on cargo, including hours of service, distance travel, and fuel consumption.
- **Record Maintenance**
 - Record Maintenance and mileage and set up maintenance schedule in accordance with operating equipment guidelines.

Education and Experience Requirements

- College Diploma in Business and/or a related field
- Experience in all aspects of staff and financial management.
- Experience working in a First Nation Organization
- Exceptional time management and multi-tasking skills.
- Ability to take initiative and a willingness to learn.
- Ability to work independently
- Excellent verbal, written, presentation and record-keeping skills.
- Ability to make appropriate and effective decisions.
- An ability to openly assume additional responsibilities that may arise from the community administration and/or the Chief & Council.

Location: Long Lake #58 First Nation

To Apply: email: Careers@longlake58fn.ca

DEADLINE: Position will be posted until filled