

**Fleet Service Coordinator – Heavy Equipment & Trucks**

**\$30–\$35/hour | Full-Time | Benefits + RRSP Program**

D.W. Cooper Contracting is an industry-leading site development contractor based in Brantford, Ontario. We have provided civil services on commercial, industrial, municipal, and high-density residential construction projects for over 35 years. We strongly believe in empowering our people, investing in their success, and creating a healthy work/life balance.

Behind every successful job site is a well-maintained fleet of trucks and heavy equipment. We are looking for someone who wants to play a key role in keeping our fleet operating safely, efficiently, and ready for work.

We are currently hiring a Fleet Service Coordinator to support our construction crews by coordinating fleet maintenance and repair, performing equipment services, and helping manage our growing fleet of heavy trucks and construction equipment.

This role is ideal for someone who enjoys working with equipment, solving mechanical problems, and being part of a high-performing construction operation.

---

**What You'll Do**

This is a hands-on role that combines field work, shop work, and fleet coordination. You'll work closely with operators, foremen, mechanics, and management to ensure our equipment stays ready for the job.

Key responsibilities include:

- Performing regular grease, lube, and preventative maintenance services on heavy trucks and construction equipment
- Coordinating repairs and service schedules for fleet vehicles and equipment
- Assisting experienced mechanics with equipment diagnostics, major repairs, and mechanical troubleshooting
- Using fleet maintenance software to track service schedules, repairs, and equipment records
- Managing parts inventory, shop supplies, and tool maintenance
- Coordinating with equipment dealers, suppliers, and service providers
- Supporting construction crews by ensuring equipment is safe, operational, and ready for work
- Operating heavy equipment when required to support maintenance or site logistics

This role provides exposure to a wide variety of equipment, including excavators, loaders, trucks, and specialty construction equipment used in civil construction.

---

## Career Growth & Development

This role is designed to grow with the right person.

You will work alongside experienced mechanics and construction professionals while gaining exposure to both the mechanical and operational side of the business. If you are mechanically inclined and motivated to develop your skills, this role offers long-term career opportunities within the company.

---

## What We're Looking For

We are looking for someone who enjoys working with equipment and takes pride in keeping things running properly.

Strong candidates are typically:

- Hard-working and dependable
- Mechanically inclined and comfortable with tools
- Organized and able to coordinate multiple tasks
- A strong communicator who works well with construction crews and mechanics
- Safety-focused and detail-oriented
- Eager to learn and develop new skills

---

## Requirements

- Valid Ontario Class G Driver's License with clean abstract
- DZ or AZ licence considered an asset
- Strong computer literacy for fleet software and equipment tracking
- Experience with vehicle or equipment maintenance preferred
- Experience with small engine repair or mechanical work considered an asset

---

## Compensation & Benefits

- \$30–\$35/hour competitive pay
- Full-time permanent position
- Monday–Friday schedule (40–55 hours/week)
- Use of company vehicle for field work
- Flexible hours depending on operational needs
- Company-funded extended health, dental, life & AD&D benefits
- Vacation pay above industry standards
- Group RRSP program
- Boot allowance & Cell Phone Stipend
- Industry-approved coveralls and PPE provided
- Ongoing training and development opportunities
- Company social events