

The **Manitoba First Nations Police Service (MFNPS)** is seeking applicants for the position of:



**Position:** Maintenance and Fleet Clerk  
**Reports to:** Maintenance and Fleet Coordinator  
**Accountable to:** Chief of Police  
**Location:** Carberry, MB Office  
**Hours:** Full-time

The Maintenance and Fleet Clerk (MFC) will manage the procurement, storage and distribution of goods and equipment for the Maintenance and Fleet Department for the Manitoba First Nations Police Service (MFNPS). The MFC will be responsible for maintaining accurate inventory records, ensuring the availability of essential supplies, planning and schedule of maintenance and fleet repairs. This position requires a professional with experience in purchasing, procurement, inventory management, logistics with attention to detail and highly organized. MFC is accountable to the Maintenance and Fleet Coordinator. This Position is based out of the MFNPS Maintenance and Fleet Department in Carberry, Manitoba.

#### **Essential Skills:**

- Strong organizational skills
- Proficiency in computer systems and data entry
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Knowledge of vehicle maintenance processes and terminology
- Ability to handle inquiries and resolve issues
- Assist with planning and scheduling maintenance activities
- Coordinating with contractors and vendors

#### **Duties:**

##### **Procurement of Goods:**

- Source and purchase goods, including police vehicle equipment and building maintenance supplies
- Negotiate with suppliers to secure the best prices and delivery terms
- Ensure all purchases comply with organizational policies and procedures

##### **Inventory Management:**

- Maintain an accurate and up-to-date inventory of all shop supplies using an electronic records management system
- Conduct regular inventory audits to verify stock levels and ensure accuracy.
- Monitor inventory levels and reorder supplies as needed to prevent shortages
- Organize and store items in a manner that ensures easy accessibility and efficient use of space
- Assist with fleet management tasks, such as managing fuel cards and ensuring proper insurance

##### **Records Management:**

**Serve.  
Protect.  
Respect.**

Office: **204-856-5370**  
Fax: **204-856-5389**

60132-A Highway 10  
Brandon, MB R7A 5Y5

**mfnp.ca**  
  

- Receive, process and update work order request, track their status and ensure accurate reporting
- Maintain database and filing systems for vehicle maintenance records, purchases and other relevant information
- Maintain detailed records of all transactions, including purchases, receipts, and disbursements and forward to Inspector of Support Service for approval
- Generate inventory reports and provide data analysis to support decision-making
- Ensure compliance with all relevant regulations and policies regarding the handling and storage of police equipment and materials

**Logistics:**

- Coordinate the receipt, inspection, and distribution of goods
- Manage the storage and disposal of obsolete or damaged items
- Ensure the secure and proper handling of sensitive such as vehicle equipment parts

**Organizational Support:**

- Respond to Maintenance and Fleet Requests regarding work Orders, vehicle status and direct calls to appropriate staff
- Assist with fleet management tasks, such as managing fuel cards and ensuring proper insurance
- Dispatch shop personnel on service calls and coordinate maintenance activities
- Collaborate with various departments to understand and fulfill their inventory needs
- Assist in the development and implementation of inventory management policies and procedures

**Required Competencies:****Accountability and Excellence**

- Aligns behaviours with organizational values (trust, integrity, leadership, inclusivity, collaboration)
- Upholds high standards of excellence in training and law enforcement duties
- Demonstrates self-control, adaptability, and flexibility in stressful or difficult situations
- Accepts responsibility for own actions and decisions

**Decision Making**

- Applies established guidelines and procedures to make informed decisions
- Seeks guidance when necessary and involves the relevant people in the decision-making process
- Considers the impact of decisions on others and the organization.
- Interaction and Influence
- Promotes team goals and assists others
- Gives credit and acknowledges contributions of peers
- Communicates openly and builds trust with others
- Possesses effective written and verbal communication skills, tailored to the audience's understanding

**Social & Cultural Competency**

- Demonstrates professionalism, empathy, and objectivity in interactions
- Shows respect for cultural diversity and engages effectively with people of various backgrounds
- Commits to learning and applying the Seven Sacred Teachings in work

**Qualifications and Requirements:**

- Strong organizational and multitasking skills

- Excellent attention to detail and accuracy
- Proficiency in using electronic records management systems
- Knowledge of product specifications and industry standards, particularly in the context of police equipment and supplies
- Strong negotiation and communication skills
- Ability to work independently and as part of a team
- Valid Class 4 Driver's License
- Canadian Citizenship
- Successful completion of a pre-screening and a thorough background check

#### **Working Conditions:**

- **Work Environment:** Collaborative and team-oriented atmosphere, with a focus on open communication and problem-solving.
- **Hours:** Standard business hours (Monday through Friday, 8:30 AM to 4:30 PM), with flexibility for occasional overtime or weekend work depending on project deadlines.
- **Equipment & Tools:** Access to modern office equipment (e.g., desktop computer, phone, and necessary software), ergonomic office furniture, and internet.
- **Dress Code:** Business casual attire.
- **Health & Safety:** Adherence to all safety protocols (i.e., ergonomic workstations, fire safety procedures, etc.).
- **Team Dynamics:** Ability to work independently as well as in a team, with regular check-ins and feedback sessions with management.
- **Travel:** Occasional travel may be required for company, cultural events and/or conferences.
- **Training & Development:** Access to ongoing training and professional development opportunities to support career growth.

**Compensation:** \$60,078.00 – 64,849.00

**Benefits:** Health benefits package and registered pension plan are mandatory for all staff and will be in effect during the term of your employment. There is a 90-day waiting period.

#### **Deadline for Applications:**

February 12, 2026 13:00hrs

A complete application package should include:

Cover letter, Resume, a written letter of reference, and Valid Class 5 Manitoba Driver's License.

Please forward the necessary documents to:

#### **Human Resource Generalist**

**c/o Jody Bone**

Manitoba First Nations Police Service

60132-A Highway 10 Brandon, MB R7A 5Y5

Fax: (204) 856-5389, Email: [humanresources@mfnpc.ca](mailto:humanresources@mfnpc.ca)

***MFNPS appreciates the interest of all applicants: only those who receive an interview will be contacted. As an Indigenous employer we encourage First Nation, Inuit and Metis applicants to apply.***