



Position Title	Vehicle Fleet and Facilities Coordinator
FLSA Status	Non-Exempt
Reports To	Operations Manager
Compensation	Hourly \$20 - \$25

Current as of: 9-15-26

Higher Ground USA, Inc. (HG) is a 501(c)3 organization that provides Adaptive sports and Recreational Therapy programming to enhance the quality of life for our injured veteran and first responder community and our local population of children, teens, and adults with disabilities.

Position Summary

We are seeking a dependable, mechanically capable, and hands-on Vehicle Fleet & Facilities Coordinator to oversee the maintenance, readiness, organization, and safe operation of our vehicle and trailer fleet and warehouse facility.

This position is ideal for someone who is comfortable working with their hands, can confidently assess mechanical and maintenance needs, and enjoys solving practical problems. In addition to fleet responsibilities, this position will assist with a variety of carpentry, storage, organizational, facility projects, and gear maintenance as needed.

This is a **part-time position with a variable workload**. Hours will fluctuate based on organizational needs and upcoming programs. Average of 10-15 hours per week with more time available during busy periods, not exceeding 30 hours.

Core Responsibilities and Duties

Vehicle & Trailer Fleet Management

- Regularly inspect vehicles and trailers to identify maintenance, repair, safety, and service needs. Address any damage or mechanical concerns.
- Obtain estimates, schedule repairs, order parts and supplies, and coordinate with vendors as needed.
- Coordinate with program leads to assist in cleaning vehicles and trailers after programs or after extended use.
- Monitor routine maintenance including but not limited to: Oil and filter changes, tires and tire pressure, brakes, batteries, lights and electrical systems, checking

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and topping off fluids, trailer bearings and other trailer components, hitch and towing equipment, and general wear and tear.

- Assist in keeping accurate records of vehicle and trailer maintenance, inspections, repairs, and upcoming preventative service needs.
- Assist in research when buying new vehicles and help inspect any vehicles that may be donated to Higher Ground.
- Coordinate and attend DMV appointments, inspections, registrations, and other required vehicle-related appointments as needed.
- Safely transport equipment and materials while following applicable laws, towing requirements, and organizational policies.

Facilities Projects

- Assist with hands-on projects to improve storage, organization, and functionality of facilities and workspaces.
- Build, install, or modify basic shelving, storage and organizational systems, and equipment racks.
- Assist with basic carpentry, assembly, installation, and painting tasks.
- Identify practical solutions for storing vehicles, trailers, tools, equipment, and program supplies.
- Help maintain clean, organized, accessible, and functional workspaces.
- Assist with miscellaneous maintenance, upkeep, and improvement projects as needed.

General Responsibilities

- Work independently and prioritize tasks based on organizational needs.
- Coordinate with Program Leads to help with any pre and post program needs.
- Communicate maintenance concerns, safety issues, and project needs to Operations Manager.
- Opportunities to learn / perform equipment repairs and maintenance for our equipment such as bikes, skis, camping gear, fishing gear, hockey equipment and more.
- Follow all applicable safety procedures.

Qualifications

Required

- Experience working with vehicles, trailers, equipment, or mechanical systems.
- Demonstrated mechanical aptitude and ability to assess vehicle and trailer maintenance needs.
- Ability to safely tow, maneuver, and back in trailers safely.

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- Strong attention to detail and commitment to safety.
- Ability to work independently with limited supervision.
- Reliable transportation to and from work locations.
- Ability to lift and carry up to 75 pounds.
- Ability to perform physical tasks including bending, lifting, carrying, pushing, pulling, climbing, and working in various positions.
- Ability to use common hand and power tools safely.
- Valid driver's license with a safe driving record.

Preferred

- Professional or significant personal experience with vehicle or fleet maintenance.
- Background in gear maintenance including but not limited to, skis, bikes, fishing, water sports, camping gear, hockey, Nordic skiing, and more.
- Basic carpentry or construction experience.
- Experience working in a nonprofit, outdoor recreation, adaptive recreation, or program-based organization.
- Forklift certified. Training/ certification may be provided in house.

Incentives

- Access to discounted bike products.
- Access to discounted outdoor gear through Outdoor Pro Link.
- Potential to earn a select amount of complimentary day tickets for skiing at Sun Valley.

Equal Opportunity Employment – Higher Ground USA, Inc. is an equal opportunity employer. We are committed to maintaining the hiring practices and work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

Please send a Resume and Cover Letter to tyler@highergroundusa.org
Applications without a Cover Letter will not be considered

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