



2855 63rd St., Boulder, CO 80301
www.carshare.org · 303.720.1185

Position: Fleet Assistant

Type: Part-Time

Location: Boulder & Denver, Colorado area

About the Job

We are hiring a **part-time Fleet Assistant!** The Fleet Assistant provides fleet maintenance support including performing basic vehicle maintenance, taking cars to service appointments (oil changes, car washes, tire changes, etc), and shuttling vehicles to correct locations. This position will provide tech support and use spreadsheets to monitor vehicle cleanliness and maintenance schedules. The role requires the ability to navigate around town via bike, bus, or car in order to provide fleet services. Most fleet operations take place outside in the field.

Key Responsibilities

- Schedule and shuttle vehicles to and from service appointments, including oil changes and tire changes.
- Retrieve and relocate out of place cars to their proper location.
- Clean vehicles as needed or shuttle vehicles to outsourced cleaning company appointments.
- Assess vehicles regularly for damage and maintenance needs and report issues to Fleet Manager.
- Perform minor repairs and routine maintenance (e.g. jump vehicle batteries, change flat tires, change windshield wiper blades and air filters, replace fluids, charge batteries, etc.)
- Provide real-time field / roadside assistance to disabled vehicles
- Troubleshoot issues with Electric Vehicle (EV) and charging stations
- Troubleshoot and resolve issues with our in-vehicle technology
- Provide Member Support related to vehicle issues, such as lock-outs, flat tires, etc.

Required Skills & Qualifications

- Valid driver's license and clean driving record.
- Solid experience with, and aptitude for, performing routine vehicle maintenance, such as being able to jump-start vehicles, change a flat tire, troubleshoot locking issues.
- Strong aptitude for troubleshooting general vehicle operational details.
- Excellent attention to detail to ensure vehicle cleanliness standards are met.
- Ability to efficiently plan the logistics of daily tasks, handle and prioritize multiple requests and deadlines in a calm and focused manner, and be adaptable to changing work demands throughout the day.
- Basic computer skills, including ability to use Microsoft Office (particularly Word and Excel), Gmail and Google docs, web-based programs, and phone apps. Willingness to learn new software.
- Solid oral and written communication skills.
- Solid interpersonal skills and professional maturity in interacting with CarShare members, co-workers and vendors
- Comfortable working in a small, dynamic, often fast-paced environment with minimal supervision.
- Enjoy working independently the majority of the time; very self-directed.
- Mission driven alignment regarding sustainability in the local community.
- Relative familiarity with, and ability to travel around, the Denver-Boulder metro area and other Colorado CarShare operations areas (or willingness to "learn" it quickly).



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- Working knowledge of, or willingness to learn about, public transit systems, walking and biking paths, and other mobility options in the areas CarShare operates.
- High School diploma or equivalent.
- Ability to safely drive fleet vehicles for a full scheduled day.
- Garage and field tasks are performed in fleet mechanic garage, parking lots, and roadside. Requires regular exposure to weather conditions, such as hot, cold, wet, humid, windy, icy, slippery, or snowy conditions caused by the weather. Must be able to walk through snow and ice to access vehicles in winter weather conditions. Possible exposure to electrical shock when performing vehicle maintenance such as jump starting batteries.
- Ability to exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects. For example, the physical ability to change a car tire or replace a car battery.
- Ability to physically inspect vehicles and perform basic maintenance, such as cleaning vehicles, changing flat tires, replacing windshield wipers, and jumping car batteries.

WORK LOCATION & SCHEDULE

This is a part-time position (15-25 hours per week). The typical schedule is Monday-Friday between the hours of 8am to 5pm, with some flexibility. This position works primarily in the field in the Boulder and Denver area with occasional office or remote work.

What We Offer

- Hours & Schedule: Part-time, approximately 15-25 hours per week depending on workload
 - Typical Schedule: Monday to Friday between 8 AM and 5 PM (with flexibility to set a regular schedule in coordination with your manager)
- Location: Primarily field work in the Boulder and Denver area, with some travel to other areas of Colorado.
- Compensation: \$20.25/hour
- Key Benefits include:
 - Paid Sick Leave
 - Paid Holidays
 - 403(b) Retirement Plan
 - RTD Eco-Pass
 - Discounted Colorado CarShare Membership
 - Supportive, mission-driven work environment

How to Apply

Does this role fit your experience and interest? If so, send your application to HR@carshare.org today! Please include:

- Subject line: Application for Fleet Assistant
- A brief cover letter outlining why you would be a great fit for this role
- Your resume

Applications will be reviewed on a rolling basis, and the position will remain open until filled.

About Colorado CarShare

Colorado CarShare is a local carsharing nonprofit serving the Denver-Boulder metro area. Our mission is to empower our community to live a car-free lifestyle and have a positive impact on our health, wealth, and shared environment. We aim to make Colorado a “cooler,” healthier, and more socially equitable place to live. From hybrids and electric vehicles (EVs) to trucks and AWDs with bike and ski racks, we maintain a fleet of



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over 60 vehicles available as “neighborhood cars” 24/7 to thousands of members for trips lasting 15 minutes to several days.

Mobility, Climate Change and Social Equity: We focus on positively contributing to the communities we serve and strive to become the country’s first nonprofit EV carshare program. This includes providing subsidies to low-to-mixed income communities that are typically underserved when it comes to affordable mobility options.

If you are passionate about community impact and excited about sustainable mobility, we want to hear from you!

Equal Opportunity Employer Statement

Colorado CarShare celebrates diversity and is committed to creating an inclusive environment for all employees. We are proud to be an equal-opportunity employer and encourage applicants from all backgrounds to apply.