



## FLEET SERVICES COORDINATOR

Regular Full-time

### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### About You / What We Are Looking For

We are currently seeking an independent and enthusiastic automotive professional to join our RCMP Civilian Police Services Department as a Fleet Services Coordinator. This position plays a key role at the Coquitlam RCMP Detachment in ensuring the ongoing maintenance and repair of detachment vehicles. If you have an aptitude for vehicle repair work paired with a strong customer service orientation, then this may be the role for you!

The successful candidate will be responsible for the full scope of vehicle maintenance ranging from: road tests, determining the nature of problem, arranging appointments for repair, planning for routine services, delivering vehicles for servicing, ensuring completeness of work, maintaining inventory of supplies and equipment and performing a variety of troubleshooting and vehicle and radio repairs. Additional responsibilities include preparing and maintaining files and records relating to the line of work such as purchase requisitions, inventory management/tracking, scheduling and a vehicle purchase operating budget. You will have the opportunity to work on a fleet of over 110 vehicles, in addition to supporting and providing excellent customer service to members of the detachment and external suppliers.

### Minimum Qualifications

Our ideal candidate will have completed Grade 12, relevant administrative courses, possess a valid class 5 driver's licence as well as sound prior experience in automotive diagnostics, vehicle maintenance and repairs. The ability to be organized, adhere to timelines and demonstrate strong recording keeping skills will also be essential in this role. Considerable independent judgement and action will be exercised with unusual or complex matters to be reviewed and discussed with a supervisor. An RCMP Enhanced Security Clearance is also required.

### Preferred Qualifications

- Experience working within a Municipal RCMP Detachment
- A working understanding of passenger vehicles (including ATVs and motorcycles) and police radios



- Experience in servicing and repair work and diagnosing to determine the general nature of mechanical problems and perform minor repairs
- RCMP Enhanced Security Clearance.

### **What We Offer:**

This CUPE position has an hourly rate range of \$31.97 - \$37.56. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

The successful candidate must also be able to obtain and maintain an Enhanced RCMP Security Clearance.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on May 3, 2024.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*