

# BUILD A CITY. BUILD A FUTURE.



## Fire Stockroom – Clerk 2

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. Build a City. Build a Future at the City of Surrey.

### SCOPE

The City of Surrey is a place of innovative transformation and accelerated growth where we serve our community to improve the quality of life for everyone.

We are looking for candidates who share our values of integrity, service, teamwork, innovation, and community; are committed to supporting equity, diversity and inclusivity in the workplace; and who are looking to provide a positive experience to our customers and stakeholders.

As part of a team that supports the operations of the Surrey Fire Service, you are a person capable of a moderate level of clerical and manual work coordinating the shipping, receiving and storing of goods, and maintaining inventory control measures.

### EMPLOYMENT STATUS

Union - IAFF - Regular Full-Time

### RESPONSIBILITIES

Our ideal candidate will:

- perform shipping, receiving and storing functions according to City policies;
- maintain accurate manual and computerized inventory records;
- maintain inventory control measures;
- prepare stock orders for distribution;
- manage repairs and replacement of protective equipment;
- perform delivery of stock, clothing and equipment as required; and
- identify obsolete inventory and arrange for disposal according to accepted practices and procedures.
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### QUALIFICATIONS

- Legally entitled to work in Canada (Canadian Citizen or Permanent Resident.)
- Grade 12 Diploma or equivalent.
- Valid BC Class 5 Driver's License with a safe driving record.
- Basic computer and accounting education.
- Five years' experience in inventory control functions or demonstrated equivalent combination of related education and experience.
- Fluency in English (written and verbal).
- Physical strength, agility and stamina to perform the required duties.

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## PREFERRED QUALIFICATIONS

- Organized, logical and detail oriented.
- Manual and electronic record keeping skills.
- Knowledge of equipment related to the work.
- Good judgement and initiative.
- Previous experience with uniform quality control.
- Experience in stocking and distributing supplies.
- Familiarity with firefighter personal protective equipment maintenance and asset tracking.

## OTHER INFORMATION

Hourly Rate: \$30.76

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