



Parts Technician

Permanent, full-time – 40 hours per week
\$67,342.08 - \$84,177.60/ annum

Come work with us!

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

What is the opportunity?

We are currently recruiting a permanent, full-time **Parts Technician** for our Fleet Services team.

The Parts Technician reports directly to the Lead Fleet Services. This position is engaged in the ordering, receiving, distribution and inventory control of parts, equipment, tools and other supplies required for the repair and maintenance of mobile and stationary equipment owned by the City.

What will you do?

- Identify and order parts, equipment, tools and supplies from various vendors
- Receive, categorize, and store parts, equipment, tools and supplies
- Perform stocktaking and cycle count functions, investigate and reconcile discrepancies
- Recommend inventory levels be changed, substitutions be made or new items be stocked
- Enter parts information into electronic work order system
- Maintain records of part numbers and vendors
- Reconcile discrepancies and damage with vendors, trucking and courier companies, Accounts payable and procurement staff as required
- Clean and organize parts warehouse and yard storage areas

What do you need to succeed?

You are an ideal candidate if you have the following:

- Journeyman Parts Technician
- Minimum three (3) years of experience in the Parts Technician trade
- Class 5 drivers license
- First Aid certification
- Forklift certification
- Previous Municipal experience would be an asset
- Parts experience with heavy equipment, automotive equipment and small engines

- Driver's Abstract with no more than 6 demerits

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- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Starting at 3 weeks' vacation per year
- Annual City of Leduc recreation pass, including access to free drop-in programs

Please note:

- As per the revised **Fit for Duty** Substance Use Prevention Policy (May 2019), this position has been deemed safety sensitive by the employer and as such is subject to reasonable cause and post-incident drug and alcohol testing.
- The successful candidate must be willing to provide a current Criminal Record Check at own expense.

If this sounds like you, we want to hear from you! To apply, please visit our website at: www.leduc.ca/careers

Competition closes at **11:59 pm (MT) on August 27, 2024.**