

Fleet Services Planner (Permanent, Full-time) - 1670

Close Date:

Open Until Filled

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Are you passionate about keeping a city moving? As a Fleet Services Planner, you'll play a key role in ensuring our fleet is running at peak performance! You'll coordinate, plan, and oversee essential vehicle and equipment maintenance within the City of Kamloops. This is your chance to use your expertise in fleet management, scheduling, and data analysis to streamline operations, improve efficiency, and ensure compliance with industry standards. If you thrive in a fast-paced, detail-oriented environment where your organizational skills make a direct impact, we want you on our team!

The successful candidate must have the following qualifications:

1. Completion of a post-secondary diploma in Business Administration, or a related discipline, which includes at least two accounting courses.
2. Minimum three years' previous experience in preventative maintenance scheduling in an automotive, commercial transport or heavy-duty mechanic shop.
3. Completion of an Automotive Service Advisor course from an accredited institution.
4. Proficient in advanced Word, advanced Excel, and basic Access as demonstrated through testing. (70% pass rate required)
5. Valid Class 5 BC Driver's License.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

This position will remain open until filled. This posting may close anytime after Tuesday July 2, 2025, if a qualified candidate is found.

Please note that this is a new job classification, and the pay grade is subject to agreement between the Employer and the Union.

Hourly Rate

\$41.857

Hours & Days of Work

Monday to Friday 7:00 am – 3:00 pm

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.