

Job Title: Parts Technician

Requisition ID: 3710

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 84 Hours bi-weekly

Shift/Work Schedule: 5 days on, 4 days off / 4 days on, 5 days off;

Division/ Branch: Corporate Services, Supply Chain - Warehouse Inventory

Job Location: Fort McMurray

Pay Level: PL10

Start Rate: \$48.18

Permanent Rate: \$56.63 (Permanent rate effective after completion of probation)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 09/08/2025

Closing Date (dd/mm/yyyy): 24/08/2025

Posting Type: Internal & External

GENERAL DESCRIPTION:

Under limited supervision the Parts Technician is responsible for sourcing, ordering, and controlling the movement of materials, supplies, and other equipment to support municipal operating departments. The incumbent will provide internal customer service to operating departments to ensure minimal downtime to operations.

RESPONSIBILITIES:

- Identify, source, purchase, and track parts in a cost-effective manner as required to support operating departments
- Generate and track purchasing orders (POs).
- Ensure paperwork is updated to maintain proper action on all transactions.
- Process inventory transactions on work orders.
- Track, report, and analyze parts usage, inventory, and costs.
- Maintain the warranty process including tracking, returning of products, and processing of vendor credits or replacements.
- Operate and monitor the condition of the warehouse equipment and tools, which includes but is not limited to, skid steers, forklifts, pallet jack, chain cutters, and various hand tools.
- Research various types, models, and builds of specialized equipment.
- Ensure parts are tagged, binned, and racked, monitor stock levels for re-order and perform year end cycle counts.
- Complete data entry, pick and process orders, maintain delivery logbook and stock requisitions, ensuring to keep accurate records of weigh bills, requisitions, work orders, invoices, and purchase orders (POs).
- Establish and maintain relationships with suppliers and maintain a directory of vendors and items carried.
- Transport supplies, equipment, and parts to various work locations as needed.
- Perform other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient reading skills and ability to communicate effectively verbally and in writing.
- Extensive knowledge of computer programs/systems (Windows, Microsoft Office, SAP inventory control software).

- Familiarity with various manufacturer parts and service computer programs, and experience using computerized inventory and warehouse systems.
- Strong multi-tasking skills with the ability to work under pressure, within tight deadlines, perform repetitive tasks, and handle heavy loads.
- Ability to work independently and to effectively schedule work in order to meet service demands and minimize disruption to users.
- High degree of attention to detail and accuracy.
- Knowledge and proficiency in applicable occupational health and safety regulations and appropriate use of personal protective equipment.
- General math and numeracy skills.

EDUCATION AND EXPERIENCE:

- Certified Journey person in the trade of Parts Technician is required.
- Two (2) years of experience working in a parts or warehouse environment is required.
- Valid Forklift Certification is required.
- Previous mechanical and equipment operations experience is an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Class Five (5) Operator's License is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Must be medically and physically able to perform all duties of the position on an ongoing basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**