

Township of Langley

Job Title:	Fleet Maintenance Coordinator
Competition Number:	25-U119
Employment Type:	Regular Full-Time
Pay Rate:	\$30.70 - \$36.08 per hour (five steps, 2024 rates) plus benefits
Hours of Work:	40 hours per week; Monday to Friday, 7:00am – 4:00pm
Competition Opening Date:	September 9, 2025
Competition Internal Closing Date:	September 17, 2025
Competition External Closing Date:	September 21, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Fleet Maintenance Coordinator** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Business Support Manager, in this unionized position you will ensure that police vehicles are routinely scheduled for maintenance and repairs and are in good working order according to established guidelines. This position will appeal to candidates who are organized, detail oriented and have the ability to prioritize accordingly.

Responsibilities

- Monitor police vehicle repairs/maintenance requirements according to scheduled maintenance, damages and reported issues
- Perform minor maintenance tasks including vehicle communications equipment repairs and fuse replacement
- Prepare and maintain records of vehicle maintenance and fleet expenditures and advise of potential budget shortfalls and fleet operation cost estimates
- Prepare reports, records and related forms for the disposal of vehicles accordingly
- Maintain a small inventory of police vehicle equipment including safety kits, fire extinguishers and portable batteries
- Transports vehicles to and from servicing and repair shops
- Perform related work as required

Qualifications

- Completion of Grade 12 plus sound related experience; or an equivalent combination of training and experience
- Sound knowledge of the RCMP policies, practices and procedures applicable to the work performed
- Sound knowledge of automotive equipment related to the work performed
- Working knowledge of purchasing practices and procedures
- Ability to perform a variety of clerical, record-keeping, expenditure monitoring and related tasks
- Ability to establish and maintain effective communication with various internal/external contacts and suppliers
- Mechanical aptitude and skill in vehicle operation is essential

RCMP Enhanced Reliability Status Clearance (not required as part of the application process, however, will be required upon consideration for employment)

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.