

The Opportunity

The County is seeking a detail-oriented and resourceful **Parts & Procurement Technician** to join the Operations department. This position plays a key role in sourcing and purchasing the parts, supplies, and materials needed to support County operations. As a vital link between staff, vendors, and suppliers, the Parts & Procurement Technician ensures efficient day-to-day operations through strong inventory management, timely procurement, and excellent customer service.

Key Responsibilities

- Source and procure parts, materials and supplies for the repair and maintenance of County vehicles, equipment and infrastructure. Organize, stock, and maintain the parts room.
- Process and code invoices for all parts and materials used by the Operations department and other departments. Create requisitions and purchase orders as required.
- Establish and maintain relationships with vendors and suppliers to obtain competitive pricing and timely delivery.
- Maintain and manage appropriate inventory levels of parts, supplies and tools required for operational needs. Collaborate with operations personnel to anticipate inventory needs and ensure timely fulfillment.
- Track usage trends and identify cost-saving opportunities.
- Assist in developing tenders in collaboration with departmental personnel, ensuring legislative compliance and managing contract requirements.
- Participate in workplace safety initiatives and meetings, ensuring compliance with safety protocols. Report to work fit for duty.

Key Qualifications

- **Education:** High School diploma or equivalent. Additional education such as a Parts Technician Journeyman Certificate or certifications in supply chain, logistics, or procurement is an asset.
- **Experience:** A minimum of two years of experience in parts management & procurement or inventory control.
- **Communication & Teamwork:** Ability to communicate courteously and deal with County staff, suppliers, vendors and the public.
- **Skills:** Basic math and accounting skills. Proven ability to operate inventory and work order software programs, and Microsoft Office (Word, Excel, SharePoint, Outlook). Strong knowledge of parts sourcing, vendor negotiations, and purchasing processes.
- **Other:** Possess and maintain a valid Class 5 Alberta Driver's License (current abstract required upon hire). Ability to exert light physical effort involving bending, lifting and able to perform heavy lifting of up to 50lbs.

Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A Pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, where a monthly pension is paid to you for life upon retirement.
- A comprehensive group health and dental plan *plus* an annual health/wellness spending account.
- Annual vacation pay that increases with each year of employment, 5.2% stat pay, and more.

To express interest, please forward your application **no later than 8AM, June 15, 2026 to: hr@lacombecounty.com**.

Applications will be reviewed and scheduled for an interview as they are received. The position may be filled before the deadline date.

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

Please note: All applicants must be legally entitled to live and work in Canada.

Lacombe County is committed to protecting the health & safety of its employees and has a Substance Abuse Prevention Program Policy. This position is considered a safety/sensitive position.

The successful applicant will undergo pre-employment Drug and Alcohol Testing.