

BUILD A CITY. BUILD A FUTURE.



FLEET & GARAGE CLERK REGULAR FULL-TIME

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Union – CUPE – Regular Full-time

SCOPE

The Engineering Operations Department is looking for a Fleet and Garage Clerk to join its team! Reporting to the Fleet and Garage Manager, you will be responsible for performing senior clerical duties that vary considerably in range and scope in a dynamic and challenging work environment.

RESPONSIBILITIES

- Preparing operating and statistical analysis and reports with regards to the operation of the fleet/garage.
- Creating, inputting and maintaining complex data in various spreadsheets
- Keeping up to date records on preventative maintenance program (ie: fuel, labour, oil, parts, compressed natural gas etc.)
- Preparing correspondence with regard to inspections, servicing,
- Keeping daily records and files of all activities of the Fleet and Garage section
- Training and advising other staff members in use of fleet programs, AssetWorks FleetFocus, FuelFocus, FMS
- Performing other related duties as assigned.

QUALIFICATIONS

- Completion of Grade 12, supplemented by courses in computer office applications (word processing and spreadsheets), data processing and office practices
- A minimum of 2 years of progressively responsible and diversified clerical experience in automotive and mechanical repair business, including automated maintenance management programs
- Accurate typing speed of 40 wpm
- Valid BC Driver's license with safe driving record

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



OTHER INFORMATION

Pay Grade: 20K

Hourly Rate: \$34.46 (40 Hours per Week)

Steps	Hourly Rate
Step 1	\$34.46
Step 2 (6 Months)	\$35.53
Step 3 (18 Months)	\$36.55
Step 4 (30 Months)	\$38.07

APPLY

If you are interested in this opportunity, please apply at www.surrey.ca/careers Job ID 7215.

This Posting Closes on July 13, 2026.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

