

Parts Technician

The Municipal District of Bonnyville No. 87 invites internal applications for a full-time **Parts Technician**. The Parts Technician is responsible for the efficient operation of the parts department, including purchasing, inventory control, shipping and receiving, and the timely distribution of parts and materials to support municipal fleet, equipment, and shop operations.

Duties & Responsibilities:

- Monitor activities involving the parts department ensuring stock accuracy and efficiency.
- Prioritize and process incoming parts requests.
- Obtain quotes to determine the best economical purchases.
- Generate purchase orders to obtain parts and labor, as required.
- Track and follow-up on order statuses, and communicate updates to relevant personnel as required.
- Maintain efficient shipping and receiving. Confirm that shipments received match purchase orders generated.
- Reconcile and code invoices, coordinating with the Accounts Payable Department.
- Re-stock shelves and maintain cleanliness and part organization on a regular basis.
- Ensure that the yard storage areas are organized.
- Parts pick-up runs and delivery of parts as required.
- Maintain inventory records and monitoring, as well as perform annual inventory audits.
- Store all tires and other large items in a specified location and maintain an operational identification system.
- Communicate suggestions and improvements to processes and procedures.
- Perform other duties within the scope of the position as required.

Qualifications:

- Journeyman Parts Technician Certification will be considered an asset. A combination of education and experience may be considered.
- Valid Class 5 Driver's License in good standing.
- Front end loader and forklift experience.
- Ability to work independently or in a team environment.

- Experience working with Microsoft programs, including Excel.
- Ability to work in a fast-paced environment while meeting strict deadlines.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010

Bonnyville, Alberta T9N 2J7

Fax: 780-826-4524

Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: Open until suitable candidate found