Canada's Tournament Capital

Fleet Services Advisor (Temporary, Full-Time) - 2071

Close Date
November 18, 2026

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Are you a problem-solver with a passion for logistics, mechanics, and customer service? As a temporary, full-time Fleet Service Advisor, you'll play a crucial role in keeping our City's fleet running smoothly. From coordinating maintenance schedules to ensuring compliance with safety regulations, you'll be at the heart of our operations—connecting mechanics, equipment operators, and supervisors to keep essential City services on the road. If you love working with people, have a knack for coordination, and want to be part of a dynamic team that keeps our city moving, we want to hear from you!

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We have world class, hiking and biking trails, ski resorts, green spaces, and facilities to fit whatever your passions are! We are nestled in the interior of British Columbia a few hours away from the Okanagan lakes and the Vancouver coastline. This is Kamloops!

The successful candidate must have the following qualifications:

1. Completion of a post-secondary certificate in Business/Office Administration, or a related discipline, which includes the completion of at least one accounting course.
2. Minimum of three years' recent experience as a Service Advisor or Service Writer working in an automotive, commercial transport or heavy-duty mechanic shop, including using a computerized vehicle maintenance management system.
3. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing (70% pass rate required).
4. Typing speed of 45 words per minute, as demonstrated through testing.
5. Valid Class 5 BC Driver's Licence.

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Please note, this Fleet Services Advisor (Temporary, Full-Time) - 2071 posting coincides with posting Fleet Service Advisor – Training Opportunity (Temporary, Full-Time) - 2072. Our preference is to hire a fully qualified candidate, however, if there are no candidates deemed fully qualified, candidates for the Fleet Service Advisor – Training Opportunity posting may be considered.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position.

This is a unionized position with CUPE Local 900; check out our Collective Agreement (2024 - 2025) for full details (ratified 2026 Collective Agreement coming soon). As this is a unionized position, all qualifications must be met in order to be shortlisted for the position.

This position will remain open until filled. This posting may close anytime after October 15, 2027 if a qualified candidate is found.

Hourly Rate
$39.243

Hours & Days of Work
Monday - Friday 7:00 am - 3:00 pm

Hours per Week
35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.