Canada's Tournament Capital

Fleet Service Advisor – Training Opportunity (Temporary, Full-Time) - 2072

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!

<u>The successful candidate must have the following qualifications:</u>

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 two (2) 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 position is posted along side the fully qualified Fleet Services Advisor (Temporary, Full-Time) - 2071. Our preference is to hire a fully qualified candidate, however if no candidates are deemed fully qualified we may hire from this training opportunity.

For details on the fully Fleet Services Advisor (Temporary, Full-Time) - 2071 position, please see the attached job description and for further information on the training opportunity, please see the attached terms and conditions.

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.

Please note, this is a temporary position until approximately October 15, 2027 or return of incumbent.

Awarding of Training Opportunity:
To be successful for this training opportunity, applicants must meet the above requirements. Applicants are able to participate in a maximum of two training opportunities within the Department.

On-the-Job Experience and Training:
The successful candidate for this opportunity will be obtaining a post-secondary certificate in Business/Office Administration, or a related discipline, which includes the completion of at least one accounting course. The exact length of the training opportunity may vary based on the time it takes for the incumbent to complete the post-secondary certificate and the length of the training opportunity but will be a maximum of two years.

Pay Rate:
The successful applicant for this training opportunity will receive the pay rate of Pay Grade 8 (Inside), $38.548 per hour to start. After successful completion of one (1) year of 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, the incumbent will move to a pay rate of Pay Grade 9 (Inside), as a fully qualified Fleet Service Advisor.

Time Commitment to the Position:
The successful candidate will be required to remain in the Fleet Service Advisor position for a minimum of the amount of time it took the candidate to become fully qualified.

Probationary Period:
The probationary period for this position will be 6 months or the completion of the training opportunity.

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Hourly Rate
$38.548

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.

Training Opportunity
Terms & Conditions

The City of Kamloops encourages career development and professional growth for its employees. Training postings (including training opportunities and "in-training" postings) allow staff the prospect of moving into an area of the City operations that they may not otherwise have the experience or qualifications to bid into.

To support this, the parties have adopted the following terms and conditions for training postings. To illustrate your acceptance of the terms and conditions, please initial each item, date and sign at the bottom.

1. MANAGEMENT/EMPLOYEE RESPONSIBILITIES _____

The City recognizes that there is a joint responsibility for the development and success of the trainee. It is management's obligation to regularly monitor and assess the trainee's work to ensure that they are completing the requirements of the training. It is the employee's obligation to meet the commitments of the training posting, attend any training or educational sessions required and to participate in applicable duties at the workplace.

2. TRAINING TERMS _____

Training terms may vary in length, based on the amount of experience that the successful qualified applicant brings to the position.

3. ACCESS TO TRAINING _____

Employees will be allowed to access a maximum of three training types (training opportunity and/or in-training) during their employment with the City. The third training type, apprenticeship, will have a maximum of one opportunity.

Where the situation exists for an employee to pursue multiple opportunities related to a particular career path within a Division, consideration will be given on a case by case by the Employer to waive the access restrictions.

4. EMPLOYEE COMMITMENTS _____

a) Employees must commit to the training term stated on the posting.

b) After completion of the training term, employees must remain in the position for the commitment term stated on the posting.

c) For a period of one year after completing the training term, employees (unless they are otherwise employed full-time outside of the classification), must accept any vacant shifts that should arise in the classification they have been trained in if that shift remains vacant after a posting or bid meeting process.

Any employee who does not fulfill the commitments of a training posting through their own actions will not be allowed access to any other training types in the future.

5. SENIORITY FOR TRAINEES

New employees hired for a training position will not obtain seniority during their probation period. If a trainee passes their probation period, seniority will be calculated as per the Collective Agreement and given to the employee at that time.

6. LAYOFF AND RECALL FOR TRAINEES

The trainee will be laid off before junior, fully qualified incumbents in the classification. The trainee will be recalled last after junior, fully qualified incumbents in the classification.

7. TRAINEE PROBATIONARY PERIODS

The probationary period for employees in training opportunities will be six (6) months. As per Article 10(i), for existing employees, the trainee will be returned to their former position if they fail their probation. As per Article 10(d)(iii), the employment of externally hired employees may be terminated at any time during the probation period at the absolute discretion of the employer, provided however, that such discretion is not used in an arbitrary, perverse, or capricious manner.

The Union has agreed to consider requests for longer probationary periods based on the length of the training term and/or a trainee's progress.

Employees with seniority, who have passed their probation period but do not fulfill the commitments of a training posting will forfeit the right to return to their former position but will be placed on an unpaid leave of absence and allowed to use their seniority for one year to bid on another position in the organization.

8. OVERTIME CALL OUT _____

In the event of an overtime call out, fully qualified staff will be called first. Trainees may be considered at management's discretion.

_____ _____

Employee Date