



Delta Police Department

## Fleet Services Assistant

<b>Posting #: CE20-03</b>		<b>Posting Date: January 23, 2020</b>		<b>Closing Date: January 30, 2020</b>	
<b>Affiliation:</b> CUPE	<b>Status:</b> Regular Full Time	<b>Salary:</b> PG 16 \$26.89 – \$31.60 / hour	<b>Hours:</b> 35 Mon – Fri 0800 – 1600		

### **Nature and Scope of Work:**

This is police vehicle driving, manual and clerical work in ensuring police vehicles undergo regular maintenance and repair as necessary. An employee of this class schedules and delivers vehicles to and from repair shops, performs minor vehicle maintenance and servicing duties, orders and stocks an inventory of supplies, prepares and maintains records related to the work and provides assistance as required. The work is performed in accordance with defined work methods and procedures, with the incumbent exercising independence of judgment and action in carrying out assigned duties. Performance is evaluated by a supervisor for adherence to established procedures and safe operation of vehicles.

### **Required Knowledge, Skills and Abilities:**

- Sound knowledge of traffic rules and regulation governing the safe operation of passenger automobiles and emergency vehicles.
- Sound knowledge of automotive equipment related to the work performed.
- Sound knowledge of departmental functions, rules and safe work practices governing the work.
- Working knowledge of the geography and street locations of the City of Delta.
- Ability to safely operate automotive vehicles.
- Ability to perform minor vehicle maintenance and servicing tasks.
- Ability to operate the software, computer and office equipment utilized in the work.
- Ability to maintain inventories and records and perform a variety of clerical and recordkeeping tasks.
- Ability to establish and maintain effective working relationships with various internal and external contacts including members and established vendors.
- Ability to perform assigned duties with minimal supervision.
- Skill in the use and care of a variety of tools and equipment used in the work.

### **Desirable Training and Experience:**

Completion of Grade 12 supplemented by related training and sound related experience in minor vehicle maintenance or as an attendant in a garage, or an equivalent combination of training and experience. Preference will be given to any candidates that have completed a safe/defensive/advance driver training course.

### **Required Licenses, Certificates and Registrations:**

Driver's License for the Province of British Columbia.

### **Preferred Licenses, Certificates and Registrations:**

Driver's License for the Province of British Columbia – Class 3 with Air brake endorsement.

*Security clearance is required and will be maintained throughout employment.*

**Recruiting Process:** Applicants will be required to submit a cover letter & resume (demonstrating skill set and experience), participate in a panel interview, and demonstrate their skills and knowledge of light vehicle maintenance. Details to follow.

**How to Apply:** Resume and cover letter for this position must be submitted to **Katie Pokorna, Human Resources Assistant, by 1630 via E-Mail: [kpokorna@deltapolice.ca](mailto:kpokorna@deltapolice.ca)** on the **closing date indicated above**. When applying for this position, please quote posting number.