

TOWN OF
VEGREVILLE 
EMPLOYMENT OPPORTUNITY
PROCUREMENT & FLEET SUPPORT
FULL TIME PERMANENT POSITION

POSITION SUMMARY

An employee in this classification is responsible for coordinating and supporting the maintenance, repair, procurement, inventory and administrative functions related to the Town's fleet vehicles, equipment and associated assets. This includes scheduling preventive maintenance and repairs, sourcing and procuring parts and materials, coordinating with internal staff, vendors and external service providers, maintaining maintenance and inventory records, and supporting contracted services and regulatory inspections to ensure the safe, efficient and reliable operation of the Town fleet and equipment.

This employee works collaboratively with Fleet staff, Public Works, and other Town departments to support operational requirements and maintain accurate information within Limble and other computerized management systems. The position also assists with budget preparation, reporting, procurement activities and identifying opportunities for operational efficiencies and cost savings.

This employee is a respected member of an effective working team, dedicated to maintaining and improving the community and, as such, serves the public, suppliers, contractors and fellow employees with professionalism, courtesy and respect.

As an employee, this person shall establish and maintain positive working relationships with supervisors, co-workers, contractors, service providers, suppliers and all Town departments. Sound judgement, discretion and confidentiality must be exercised when responding to inquiries and when handling sensitive operational, procurement and financial information.

DUTIES & RESPONSIBILITIES

- Schedule routine maintenance, inspections, and repairs for all fleet vehicles and equipment
- Coordinate with technicians and service providers to ensure timely completion of repairs
- Monitor service records and ensure compliance with preventive maintenance schedules
- Prioritize maintenance needs based on vehicle and equipment usage, safety concerns and operational requirements
- Identify the correct parts and accessories for fleet vehicles and equipment
- Utilize technical knowledge to source parts and determine compatibility of aftermarket solutions when OEM parts are unavailable or cost prohibited
- Collaborate with technicians to diagnose complex parts-related issues and recommend appropriate solutions
- Stay informed about industry trends, product development and best practices in parts and equipment procurement
- Maintain accurate records of fleet maintenance activities, including service history, repairs and costs
- Generate reports on fleet maintenance expenditures
- Assist in analyzing data to identify trends, areas for improvement and cost-saving opportunities
- Coordinate with suppliers and vendors to procure parts in a timely manner, negotiating pricing and terms as necessary order, receive/pick up, and process parts and supplies ensuring accuracy and completeness of information.
- Resolve supply chain disruptions, discrepancies, and quality issues in a timely manner
- Maintain accurate inventory records, including stock levels, replenishment schedules, and part numbers, using computerized management systems (Limble)

- Work closely with the Parks & Fleet Clerk to optimize information into LIMBLE or other CMMS
- Maintain good working relationships with external service providers, including specialty providers and parts suppliers
- Coordinate and maintain all contracted services for fleet such as repairs, maintenance, CVIPS.
- Coordinate required third party annual inspections for hoists, bucket trucks and all other equipment that requires an annual inspection.
- Provide information to assist Parks & Recreation Manager in developing annual budgets.
- Assist in sourcing and evaluating materials, components, equipment and services
- Ensure all procurement activities comply with Town policies, contractual obligations and requirements
- Maintain accurate procurement documentation, vendor files, contracts and reporting records
- Prepare reports on purchasing activities, cost analysis, inventory performance and supplier metrics
- Fuel system management, including ordering, tank inspections, managing the program and manually confirming records.

QUALIFICATIONS & KEY COMPETENCIES

- Minimum of Grade 12 or tested equivalent.
- 5+ years of experience in service writing, parts counter, or shop mechanic role
- Journeyman ticket in either parts, automotive technician, or heavy equipment technician is an asset
- Excellent organizational and communication skills
- Strong problem-solving skills
- Ability to multitask, prioritize workload, and work effectively with minimal supervision
- Experience with maintenance and asset management software (Limble) is an asset
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel)
- Attention to detail and commitment to accuracy in record-keeping and documentation
- Capable of working with minimum supervision.
- Good interpersonal and communication skills.
- Valid Class 5 driver's license
- Capable of maintaining a professional relationship with employer(s), fellow employees and the general public.
- First aid and cardiopulmonary resuscitation are considered to be assets in this position.

SALARY RANGE

\$23.98 - \$29.70

Application deadline is Friday, July 3, 2026, at Noon. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.