



EMPLOYMENT OPPORTUNITY

AUTOMOTIVE SERVICE TECHNICIAN

POSITION SUMMARY

An employee in this classification will assist in and perform the maintenance and repair of all Town owned vehicles and equipment. They will perform the maintenance and repairs on equipment as required within the Town fleet

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

As an employee, this person shall establish and maintain a good working relationship with employer(s), Parks & Recreation staff and all other departments. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- Maintain a clean, organized, and safe work environment, and ensure all work is performed in accordance with applicable Town, provincial, and federal requirements.
- Be responsible for the safe, efficient, and effective maintenance, inspection, diagnosis, repair, and preventative maintenance of Town vehicles and equipment, including small engine equipment (Parks fleet).
- Conduct government-required inspections and ensure all required inspection, certification, and maintenance documentation is completed and maintained.
- Perform emergency and unplanned breakdown repairs, including repairs identified during preventative maintenance and inspections.
- Receive oral and written instructions, exercise independent judgment in modifying work procedures as required, and communicate changes to appropriate team members.
- Provide recommendations and insight regarding shop setup, maintenance processes, and operational procedures to improve fleet service efficiency.
- Thoroughly complete work orders, inspection sheets, authorization forms, provincial certificate forms, time entries, service records, and other required administrative documentation to support maintenance tracking, parts inventory management, and regulatory compliance.
- Determine required parts and materials, collaborate with the Procurement & Fleet Support position to create purchase orders and coordinate the procurement of parts and supplies from vendors as required.
- Learn and effectively operate computer-based maintenance and fleet management software.
- Provide technical information and support to Service Technicians, Equipment Operators, Labourers, and Seasonal Staff, as required.
- When directed, will provide the technical supervision and support to employees when they are assisting with maintenance and repair work on Town vehicles and equipment.
- Ensure the Occupational Health & Safety Regulations affecting work are followed and abides by the policies and procedures outlined in the Town of Vegreville Safety Manual.
- Performs other Town related work as may be necessary as directed by the Parks & Recreation Manager.

QUALIFICATIONS & KEY COMPETENCIES

- Minimum High School Diploma or GED
- Red-Seal Journeyperson Automotive Service Technician Certification
- Experience with Outdoor Power Equipment (small engine, lawn and garden, etc.)
- A valid Class 3 Alberta Operators License with "Q" endorsement will be considered a asset.
- Certified CVIP Technician or ability to obtain
- Strong mechanical aptitude and problem-solving skills
- Ability to work independently and as part of a team
- Physically capable of performing assigned duties. (Medical may be required)
- Strong interpersonal and communication skills, with the ability to establish and maintain professional relationships with employers, colleagues, and the general public.
- Have a good working knowledge of safety standards and practices and the ability and desire to implement them.
- First aid and cardiopulmonary resuscitation are considered to be assets in this position.

Application deadline is Thursday August 13, 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.