

Job Information

Job title	Automotive Parts Clerk- Certified		Job Code: CLAUTO	Pay Grade: H
Title of immediate supervisor	Supervisor- Fleet Services			
Department/Division	Engineering / Public Works			
Prepared by	N. Pallan			
Date Created	Aug 12, 2015	Revised date	Oct 29, 2025	

Job Purpose

Coordinates procurement ensuring availability of all parts and equipment for the continued operation of the Fleet Centre and small tools and equipment program. Involves buying, receiving, storing, and issuing parts to staff as required for both Municipal and Saanich Police Department Fleets. Duties include extensive record keeping and accounting for a large variety of automotive parts, equipment, materials, tools and other supplies related to vehicle and equipment maintenance and serves as the main point of contact for the parts desk at the Fleet Centre.

Duties and Responsibilities

- Coordinates and oversees the Districts Fleet and small tools and equipment parts and inventory.
- Ensures proper parts and items are in stock to maintain optimum inventory levels for all fleet repairs.
- Purchases, plans, and maintains inventory as required and maintains an inventory reference library for all parts and equipment.
- Approves and authorizes invoices and order requisitions within defined monetary values and within purchasing and procurement guidelines.
- Oversees and maintains the information that is entered into the Districts Computerized Maintenance Management System (CMMS) and/or other software as required which involves filing, coding, and entering all charges relevant to the inventory and maintenance of vehicles and equipment such as labour, parts, fuel, etc.
- Maintains inventory for stock room and fuel inventory throughout the year to ensure that quantities on hand match computerized records and supports year-end inventory audit as required.
- Receives and coordinates enquiries to the Fleet Centre and maintains vendor contact lists for ordering parts and scheduling service and/or repair as required.
- Assists Fleet Operations including scheduling warranty recalls and repair of vehicles and equipment.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- Provincial Trades qualification in Industrial Warehousing, or as an Automotive Partsperson, or Automotive Parts Technician Certification (Level 1 or higher) or demonstrated equivalent knowledge through a combination of acquired related experience and education
- Experience with personal computers and computer-based applications such as MS Office and CMMS
- Three years of related experience
- Experience working in an Automotive Fleet environment and applicable industry acts and regulations including, Motor Vehicle Act, Commercial Vehicle Transportation Act, etc. would be an asset
- Records management experience would be an asset
- Current and valid Class 5 B.C. Driver's Licence. Class 3 Driver's License with Air Endorsement would be considered an asset.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Sufficient physical strength to permit performance of work.

Working Conditions

Works in the Fleet Centre.