

Job Information

Job title	Coordinator, Fleet Police Mechanic		Job Code: PFLMEC	Pay Grade: N
Title of immediate supervisor	Supervisor- Fleet Services			
Department/Division	Engineering / Public Works			
Prepared by	N. Pallan			
Date Created	Apr 25, 2018	Revised date	June 2026	

Job Purpose

Performs specialized mechanical work of a technical nature for the Saanich Police Department fleet and oversees other assigned certified mechanics. Provides service, maintenance, welding, electrical and fabrication work on a wide variety of Saanich Police vehicles, and equipment. Coordinates and plans the work and ensures that safety requirements are met. Works with Saanich Police staff on specifications of new vehicles, coordinating delivery, up-fitting upon arrival and quality control inspections of the new vehicles.

Duties and Responsibilities

- Acts as the main contact for the Saanich Police Department (SPD) fleet vehicles which includes the planning, organization and required maintenance and repair for all vehicles.
- Establishes preventative maintenance schedules as well as coordinates and monitors the work of other certified mechanics when required.
- Develops vehicle specifications for new vehicle procurements, plans and forecasts replacements as required. This includes liaising with Saanich Police on functional requirements for vehicles and providing recommendations as well as preparing cost estimates for planned and future work.
- Researches parts requirements for vehicle up-fitting and coordinates delivery and ordering of parts.
- Coordinates vehicle up-fitting with manufacturers and subcontractors.
- Uses on-line manuals and repair information and consults dealerships for warranty and repair information.
- Performs Motor Vehicle Incident (MVI) mechanical inspections as directed by Saanich Police.
- Removes and disassembles units and parts, inspects parts for wear and damage, repairs or replaces parts, services electrical, electronic and conventional ignition systems, makes adjustments to ensure serviceability to required standards of operation.
- Obtains written operator reports, originates and assists in maintaining vehicle servicing logs showing maintenance work and repairs carried out in accordance with standard practices.
- Performs auto body work, fabricates parts, grinds and sands metal for painting and prepares surfaces for finishing.
- Performs CVIP inspections if required and verifies reports on-line.
- Cares for and uses shop tools and equipment. i.e.; tire machines, brake lathe, hoist, overhead cranes and hydraulic fitting press.
- Welds, solders, paints, wires, builds, repairs and maintains vehicles, parts and equipment.
- Conducts diagnostic analysis and corrects malfunctioning equipment to prevent breakdowns.
- Coordinates and participates in Section safety program including investigations, safety risk assessments, and safe work practices.
- Travels outside the Victoria region to perform some of the tasks above as required.
- Assists in the preparation of employee performance evaluations.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.

- Certificate of Apprenticeship or Trades Qualification as automotive, commercial transport or heavy duty technician.
- Authorized Inspector with Commercial Vehicle Safety and Enforcement (CVSE)
- Five years of experience in applicable trade including one-year supervisory experience in a related operational work area.
- An equivalent combination of education and experience may be considered.
- Valid Class 3 BC Driver's Licence with air brake endorsement.
- Completion of Microsoft Word, Excel courses or equivalent
- Enhanced criminal record check.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and co-ordination to permit performance of work.

Working Conditions

Works in the Fleet Centre and in all types of weather.