

## Job Information

Job title	<b>Fleet Service Person</b>	Job Code: FLTSVC	Pay Grade: F
Title of immediate supervisor	Supervisor – Public Works		
Department/Division	Engineering / Public Works		
Prepared by	S. Wiebe		
Date Created	Feb 2020	Revised date	

## Job Purpose

The Fleet Service Person works with a team of Certified Mechanics in servicing and maintaining Saanich's fleet of cars, trucks, and equipment. Duties include performing preventative maintenance on light duty vehicles, cleaning and lubricating heavy trucks and equipment, shuttling vehicles to external service shops for warranty or service work, and assisting Certified Mechanics.

## Duties and Responsibilities

- Performs routine preventative maintenance on light duty vehicles. This includes fluid changes (oil, coolant, hydraulic fluid, etc.); installing and repairing tires, wheels, hubs, bearings; testing and servicing brakes, electrical, steering, fuel, exhaust, and cooling systems.
- Repairs items on all vehicles and equipment including replacing batteries, lights, broken reflectors, mud flaps, etc.
- Refuels, cleans and washes vehicles and other similar equipment as required.
- Performs regular greasing and lubrication of vehicles and equipment.
- Assists Certified Mechanics in various repair and maintenance work.
- Operates a forklift used in loading, unloading, and moving parts and equipment.
- Performs pick-up and delivery tasks, drives vehicles and equipment to external service shops or suppliers for repair.
- Interprets on-line and paper based maintenance and warranty manuals to adhere to requirements.
- Maintains written and electronic records of parts used, work activities and other records.
- Services shop equipment and tools, including draining, changing oil and cleaning compressors; maintains equipment and tools in clean and safe working condition; keeps work area clean and tidy.
- Cleans and empties garbage cans and performs related shop custodial duties.
- Uses all tire repair and mechanic tools; uses basic welding/cutting tools;
- Performs related work as required.

## Qualifications

- Grade 12 or equivalent.
- One year of experience performing vehicle service and minor maintenance tasks in a shop environment
- Knowledge of the rules of safe operation required when driving and parking a variety of trucks, vehicles, heavy and light equipment.
- Knowledge of methods and practices used in servicing and maintaining equipment.
- Knowledge of WCB regulations, WHIMIS and the Motor Vehicle Act.
- Fork lift certification.
- Valid Class 3 BC Driver's licence with air brake endorsement.
- An equivalent combination of education and experience may be considered.

**Physical Requirements**

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

**Working Conditions**

Works in all types of weather. Must work shifts other than day shift.