



**EMPLOYMENT OPPORTUNITY
FLEET SERVICE WRITER CLERK II
Job # 17-026**

The Town of Whitecourt is your local government at work. Council and staff function on behalf of the community to enhance the quality of life for all residents, with a commitment to the well-being of our community. Our organization now has an opening for a full-time, permanent, Fleet Service Writer Clerk II within the Infrastructure Services Department.

This position is responsible to provide clerical assistance, store keeping and inventory control, and the efficient and cost effective procurement of all goods and services.

Qualifications:

- General knowledge of repair and maintenance of industrial equipment, automotive, equipment for municipal grounds maintenance, and other related small equipment.
- Must have demonstrated knowledge and related experience of the fleet procedures and regulations.
- Should possess Trades qualification certificate.
- Ability to prepare and maintain schedules, records and reports related to the work.
- Proficient computer knowledge in Windows, Excel and Word.
- Must be a self-motivated and energetic individual.

Primary Responsibilities:

- Coordinate all preventive maintenance (servicing).
- Perform and oversee materials handling, including receiving, sorting, storing, and issuing materials.
- Maintain the mechanic's workspace in a neat and orderly condition.
- Coordinate, prepare tender documents, request for quotations, requests for proposals and contracts.
- Assist with the maintenance of the shop building and yard facilities.
- Assume other responsibilities as assigned by the Manager of Works.

The successful applicant will be required to pass a pre-employment physical and criminal record check, and provide a driver's abstract prior to being hired. Job descriptions are available upon request.

Resumes must be received at the following address by **4:00 p.m. on Wednesday, August 9, 2017.**

TOWN OF WHITECOURT
Attn: HR/Payroll Clerk
Re: Job # 17-026
Box 509, 5004 - 52 Avenue
Whitecourt, AB T7S 1N6
Fax: 780-778-4166 Email: hr@whitecourt.ca

We thank all applicants for their interest, however only those who are interviewed will be contacted.