

Metro Vancouver Regional District

Position Description: Garage Assistant

March 2019

Purpose of Position:

To assist with the operation and maintenance needs and requirements of Fleet Services by performing a wide variety of semi-skilled and unskilled labour.

Duties:

(The duties described hereunder are intended to be representative of the position and are not to be considered all-inclusive).

Perform general labour, such as, inspecting, cleaning and washing fleet vehicles

Maintain and keep garage and storage areas clean and free from safety hazards

Operate hand and electrical power tools

Operate equipment such as trucks, small tractors, and lawnmowers

Pickup and delivery of parts and vehicles to and from vendors

Assist Garage Service Advisors and Journeymen in their daily tasks

Work in compliance with all safety policies, procedures, and Worksafe BC Regulations

Perform other duties as required

Requirements:

Grade 12 or equivalent

Strong understanding of safe work practices

Familiar with WorkSafe BC regulatory requirements

Proficiency using Microsoft office programs including Word, Excel, and Outlook would be considered an asset

Physically capable of performing shop duties and able to work in an outside environment

Demonstrated ability to work collaboratively within a team environment

Ability to communicate effectively both verbally and in writing

Must be able to deal effectively with members of the public

Valid BC Class 5 Drivers License