

**We are hiring! Join us and create your future with the City of North Bay.  
Discover the Gateway to the North, where easy living is embraced.**

North Bay is a diverse community that offers a perfect blend of opportunity and easy living. Servicing a regional catchment area of 112,000 people, this progressive city of 51,553 residents is nestled between Lake Nipissing and Trout Lake and is conveniently located just three and a half hours from major Ontario centers such as Toronto and Ottawa.

We are currently recruiting for:

**Parts Technician – Fleet Department  
(Permanent Full-Time)**

Applications are invited for the position of Parts Technician. Under the direction of the Fleet Supervisor or Designate, the Parts Technician performs ordering, warehousing, inventory control and sales of parts, servicing a range of industries including motive power, appliance, sewer and water, aggregates, heavy duty equipment, transit vehicles and other department requests. Specifically, a Parts Technician provides customer service and advice, maintains and handles warehouse stock, identifies and catalogues parts and assemblies, orders, receives, inspects, sorts, maintains inventories and prices and sells supplies, parts and assemblies, processes exchanges and returns, prepares statements, and maintains records. This position will be expected to be proficient in all required Fleet Management Information Systems and applications to oversee accurate inputting and control of inventory data.

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**Did you know?** *Our Municipal Fleet department is home to an impressive array of vehicles and equipment. We manage over 250 powered vehicles, including Transit buses, fire trucks, plow trucks, heavy equipment and more. In addition, we oversee more than 500 attachments, small equipment and components ranging from offroad construction equipment to specialized tools. Join our team and immerse yourself in the exciting world of diverse machinery and endless possibilities.*

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**The successful candidate will possess the following requirements:**

- Minimum Grade 12 education
- Course in Principles of Buying and an Inventory Control Course sponsored by PMAC or NIGP or equivalent/relevant experience in Warehouse/Stores environment.
- Two years recent related experience in heavy duty equipment, transit or truck parts sourcing and acquisition.
- Demonstrated Knowledge of computerized inventory control system.
- Demonstrated Knowledge of mechanical, automotive and heavy duty parts and terminology.
- Ability to deal pleasantly, professionally, and effectively with all staff, sales representatives and businesses.
- Electric Forklift ticket or equivalent experience.
- Demonstrated clerical ability, records keeping and keyboarding skills.
- Legally entitled to work in Canada.

**Hours of work:** 0730hrs to 1600hrs (40 hours/week)  
Monday to Friday  
**Environment:** Unionized  
**Hourly Rate:** \$29.20 per hour  
**Duration:** Permanent Full-Time

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**Did you know?** *Our 16-bay garage, equipped with a modern parts department, serves as the bustling center for essential jobs. Here, our skilled technicians work their magic, performing crucial repairs and necessary maintenance to keep our fleet in optimal condition. The garage and comprehensive parts department ensures efficient service not only for our fleet but for the entire city. Join our team and be part of this dynamic environment where expertise and top-notch service come together seamlessly.*

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We offer a comprehensive benefit package including Health and Dental Benefits, and Life, Long-Term Disability, and AD&D Insurance, as well as an Employee Assistance Program. The City of North Bay is an Ontario Municipal Employees Retirement System (OMERS) Employer. For more information on a defined pension plan benefit please visit <https://www.omers.com/>

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter in **one PDF document via email to: [staffing@northbay.ca](mailto:staffing@northbay.ca) no later than 11:59 p.m., Sunday July 23, 2023.** Please identify the **Posting ID: 23E-32** in the subject line.

Please note that all offers of employment are conditional upon proof of education, satisfactory driver's abstract at the candidates cost, and a satisfactory criminal record check at the candidates cost, to be arranged by the City of North Bay Human Resources Department only.

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodation will be provided in all parts of the hiring process as required under the City's Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.