



DISTRICT OF SAANICH
ENGINEERING
PUBLIC WORKS
FLEET SERVICES

Supervisor – Public Works – Fleet Inventory and Equipment 1 Permanent Full-Time Position

The District of Saanich is the largest municipality in beautiful Greater Victoria, blending both the urban and rural environment and home to approximately 124,000 citizens. Employing more than 1,500 members, our greatest asset is a high-performing workforce. Recently named one of BC's Top Employers for 2024, we provide a collaborative, exciting and progressive work environment that consistently attracts top-quality people, enables them to perform at their best and grow their skills. Our competitive wages, excellent benefits package, generous pension plan, flexible work program supporting an inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

The Public Works Division is seeking a Supervisor – Public Works who will perform technical work involving both administration and supervisory duties in Inventory and Equipment within the Fleet Services Section. This is an exciting new role that assists the Manager in the day-to-day operations of fleet automotive parts and inventory, provides oversight and control of the newly centralized small tool and equipment program for Public Works, and performs other clerical fleet center operations as required. Supervises and directs section staff in all aspects related to daily work and operations and is responsible for ensuring efficient operation, optimal inventory levels, and compliance with safety standards across all areas.

Key Responsibilities:

1. Procurement and Inventory Management:

- Supervises and assists in the procurement, ordering, receiving, storing, issuing and accounting for a variety of automotive and public works small equipment parts, small engines, material, tools and other supplies.

2. Operations and Maintenance:

- Champion in maintaining and controlling computerized and paper records within department and controls fleet and parts inventory, work orders, and required preventative maintenance. Helps build and lead the newly centralized small tool and equipment program at Public Works.

3. Staff Supervision and Coordination:

- Supervises and coordinates the work of direct reports; certified automotive part clerk, fleet equipment technicians, and support staff as required.

4. Customer and Stakeholder Communication:

- Provides support to internal employees, external customers, and suppliers, addressing inquiries and resolving issues as necessary related to fleet automotive parts and inventory and Public Works small tools and equipment.

Ensures there is continuous support at the fleet parts and acts as certified automotive parts clerk when required

Requirements include:

- Grade 12 or equivalent; two-year diploma in related field.
- Five years progressive experience in a related position, specific to the section, with a federal, provincial or municipal Public Works Department, or private contractor doing directly related work with similar responsibilities.
- Experience in project management including planning, budgeting, cost estimating and scheduling.
- One-year supervisory experience in a related operational work area.
- Red Seal Parts Technician or demonstrated equivalent knowledge through a combination of acquired related experience and education.
- Certification in Production and Inventory Management or Supply Chain (CPIM) or demonstrated equivalent knowledge through a combination of acquired related experience and education.
- Experience in procurement and supply chain management principles
- Previous experience working in either parts and materials handling and warehousing operation or handling parts and components in a commercial fleet and/or Public Works operation.
- Experience overseeing an automotive shop including familiarity with safe use of common shop tools, identification of shop hazards, development of safe work practices, optimizing workflow, knowledge of parts room and inventory setup and computerized maintenance management systems (CMSS).
- Industrial engines and equipment experience and knowledge of methods and practices used in servicing and maintaining equipment an asset.
- Valid Class 3 BC Driver's Licence with air brake endorsement an asset.
- An equivalent combination of education and experience may be considered.

The successful candidate(s) will work a schedule of Monday to Friday from either 7:00am to 3:30pm or 7:30 am to 4:00 pm (TBD). As a component of the selection process, testing will be conducted. Although we thank all applicants for applying, only those under consideration will be contacted.

This is a C.U.P.E. Local 2011 position with a wage of \$49.41 plus an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by April 8, 2026 quoting competition 26076.**

The District of Saanich is proud to once again be recognized as one of [BC's Top Employers for 2026](#). As an inclusive, supportive, and high-performing organization, we are committed to fostering a workplace that reflects the diversity of the community we serve. We aim to attract and retain passionate, skilled individuals from all backgrounds, demographics, and life experiences, and we are dedicated to creating an environment where everyone can contribute and thrive. If you require an accommodation at any stage of the recruitment process, please contact accessibilityHR@saanich.ca in confidence. We are here to support your full participation.