

Position Identification			
Position Title	Parts Technician		
Position Replaces	Partsperson		
Position Level	Employee	Position Code	1136
Pay Group	Group 7	Date (last revised)	Mar-25
Supervisor Title	Supervisor, Stockroom	Sup. Position Code	1149
Additional Requirement	CRC	N/A	
Exclusion Rationale	N/A	On-Site Requirement	5 days/ week
Division	Asset Management		

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services, you can rely on

Department Summary

The Parts Department is an integral part of the Supply Services department and works to safely store and maintain all parts and materials that are required to operate our busses and facilities across the province of British Columbia.

Job Overview

Reporting to the Supervisor, Stock Room the Parts Technician is responsible for maintaining and controlling a computerized inventory of materials for use by BC Transit's maintenance shops. Responsibilities include issuing materials, ordering stock, preparing requests to stock new items and monitoring re-order points, receiving and storing shipments, and shipping and receiving items to and from the Municipal Systems. The position involves operating equipment for parts transport, performing inventory counts, and maintaining accurate records within the Vehicle Maintenance System.

Key Accountabilities and Expectations

Key Accountability	Expectation
Inventory	• Issuing stored material to maintenance and record stock usage • Order non-inventory stock from suppliers, research new items and monitor reorder points • Receive shipments, verify accuracy, and record in the system • Store received stock appropriately and ensure accurate documentation and deliver non-inventory items to consignee. • Select, package and ship inventory and non-inventory items as required • Performs cycle and year-end inventory counts and resolve discrepancies • Maintain inventory levels for batteries, drummed and bulk fluids • Expedite overdue orders or priority items and coordinate pickups when necessary • Manage the pre-expensed area for the Maintenance Department • Conduct Bill of Materials (BOM) picks for overhauls • Facilitate obsolete part removal processes
Administration	• Maintain files for standing and non-inventory purchase requisitions • Prepare and process non-inventory requisitions for reorder • Maintain and update the “53 tracker” and report to the Maintenance Department • Facilitate the shipping and receiving for other BC Transit departments • Record and report UMO Validators serial numbers • Handle farebox cash vault exchange and document serial numbers • Support the Inventory Analyst group by providing parts specifications • Assist the Purchasing Agents with parts shipment to other Regional Transit System (RTS) depots
Additional Duties	• Securing the parts department at the end of the night shift and start of the day • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	• Grade 12 Diploma or equivalent. • Trade Certificate of Qualification (TQ) or Red Seal “Parts Technician ” Certification is an asset.
Experience	• One (1) year of previous experience in inventory control in a computerized environment. • Familiarity with inventory control software, accuracy and attention to detail, the ability to work under time constraints. • A strong knowledge of Diesel, CNG, Gasoline and Electric engines as well as knowledge of Air Brake and Suspensions Systems would be considered an asset. • An equivalent combination of education and experience may be considered
Key job-specific competencies	• Strong organizational, and time management skills, ability to prioritize tasks • Accuracy in inventory records and labeling • Understand and adhere to safety protocols to ensure a safe working environment • Ability to read and interpret manufactures documentation, including schematics • Proficiency with computers and willingness to learn and support shop workflow, including, parts list, campaign and circulars • Proficient in Microsoft Office Suite, particularly Excel, Word, and Power Point • Strong problem-solving skills and attention to detail • Ability to wok in a fast-paced multi-tasking environment • Effective verbal and written communication skills