



## **Competition #2025-02 Fleet and Equipment Coordinator**

The District of Hope is a local government organization that delivers numerous services to residents living in our community. Situated in a majestic mountain setting at the east end of the lush Fraser Valley, Hope offers all the amenities with a small-town feel. Our community boasts an abundance of outdoor recreation opportunities; scenic trails for all levels of hikers and bikers; pristine lakes, streams and creeks for fishers and water sport enthusiasts.

At the District of Hope, we are committed to creating a vibrant, sustainable, and inclusive community where residents and employees thrive. Our mission is to serve the public with integrity, transparency, and a focus on the well-being of all. If you have a passion for public service, we want to hear from you.

We are seeking a dedicated, enthusiastic and qualified individual to fill the full-time position of Fleet and Equipment Coordinator at the Hope RCMP detachment. Reporting to the Detachment Services Supervisor, the successful candidate will perform complex data entry and manipulation, and compile reports in a variety of database systems; coordinate, meet and liaise with the automotive and equipment vendors and technicians; coordinate the maintenance and repair of the RCMP fleet; transport vehicles to and from service appointments in Hope, Chilliwack, and beyond; perform monthly fleet and equipment inspections; restock vehicles; receive, process and distribute all operational police equipment including Firearms, Conducted Body Energy Weapons (Tasers), Approved Screening Devices (Breathalyzers), Body worn cameras, intervention tools and related accessories; troubleshoot and identify services issues with equipment, and coordinate, undertake and document the disposal of equipment as directed.

The incumbent must be able to qualify for and maintain, enhanced reliability security clearance from the RCMP. A full copy of the job descriptions, list of responsibilities and required knowledge, skills and abilities is available for viewing at the District of Hope website at [www.hope.ca](http://www.hope.ca).

The ideal candidate will possess:

- Completion of grade 12 or equivalent;
- Must be able to successfully complete the Canadian Firearms Safety course (CFSC) and the Canadian Restricted Firearms Safety course (CRFSC);

- Working knowledge of modern office practices, procedures and equipment. Experience with Microsoft Outlook, Word, and Excel or equivalent software;
- Ability to operate and test a variety of equipment, including laptops, tablets, portable radios, satellite phones, drones, and cameras;
- Establish and maintain effective work relationships with various government agencies, private vendors, RCMP Members and staff;
- Experience and knowledge in handling and making safe a variety of firearms and improvised explosive devices;
- A valid BC Drivers Licence and must be insurable to operate a Government motor vehicle.

The wage rate for this union position is \$35.40 per hour and the probationary period is 65 days actually worked.

If you have a passion for public service and want to make a difference in the lives of Hope residents, we want to hear from you. Please submit your resume, in confidence directly to Ineke Padgett, Human Resources Advisor by **4:00 p.m. on May 2, 2025**, via one of the following methods: **EMAIL:** [hr@hope.ca](mailto:hr@hope.ca) **Fax:** 604-869-2275 **In Person:** 325 Wallace Street, Hope, BC, **Mail:** District of Hope c/o HR Personnel, PO Box 609, Hope, BC V0X 1L0.

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.*