



Make working for
The City work for you.



Journeyperson 1 Parts Technician

You are a City of Calgary employee who is committed to public service, enjoys collaborating with others, and shares our [values](#). We encourage you to grow your career within the organization, and to develop your skills by taking on new challenges. Together we make Calgary a great place to make a living and a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Journeyperson 1 Part Technician, you will be responsible for ordering, shipping, receiving and issuing of automotive and heavy-duty replacement parts to support City of Calgary operating departments. Primary duties include:

- Ensure parts are accurately tagged, binned, and racked.
- Issue parts as required, utilizing radio frequency bar-coding equipment.
- Order and purchase non-stocked parts from approved vendors.
- Search for parts by checking parts books, online parts manuals, and historical Purchase Orders (POs).
- Set up, receive, and enter POs in PeopleSoft.
- Track and reconcile parts inventory by entering and verifying data in PeopleSoft; generate bin tags that identify parts location, and cycle counting inventory.
- Enter receipts and reconcile credit card statements.
- Perform general warehouse maintenance duties.
- Operate parts trucks and forklifts as required.

Qualifications

- A valid Journeyperson Parts Technician certification (or equivalent Interprovincial Red Seal), as recognized by the Alberta Apprenticeship and Industry Training Board.
- At least 3 years of related experience in a large volume stores operation is required.
- A valid Class 5 Driver's Licence (or provincial equivalent) with no more than 6 demerits, and no current suspensions or charges pending is required.
- Previous experience working with computer systems that support warehouse operations, repair and maintenance will be an asset.
- Electrical and/or heavy-duty experience would be considered assets.
- You have excellent communication and interpersonal skills, accompanied with a high degree of customer focus and the ability to build positive relationships with customers.
- You demonstrate strong problem-solving, planning, organizing, and decision-making skills.

Working Conditions: Technicians work in open-concept warehouses and mechanical bays, performing both computer-based and physical tasks. Duties include standing, walking, lifting up to 50 lbs, and operating pallet jacks and forklifts. Shifts range from weekdays/evenings to weekends, typically 9-12 hours. Work may involve outdoor exposure, and requires attention to detail, safe handling of parts, and regular interaction with customers and suppliers. Technicians may be subject to working alone requiring additional safety protocols.

Pre-employment Requirements

- A security clearance will be conducted.
- Must obtain a City of Calgary [operator's permit](#).
- Successful applicants must provide proof of qualifications.

Union: ATU Local 583
Position Type: 1 Temporary (up to 12 months)
Compensation: \$44.59 – 49.91 per hour (2026 Rates)
Hours of work: Non-standard 40 hour work week
Audience: Internal

Business Unit: Fleet and Inventory
Location: 1921 128 Avenue NE
Days of Work: Pay week: Friday to Monday 6:30 AM - 3:30 PM and Tuesday 6:30 AM to 2:30 PM
Non-Pay week: Friday to Monday 6:30 AM - 3:30 PM
Apply By: January 2, 2026
Job ID #: 313086

Apply online at www.calgary.ca/careers