



**Date:** January 23, 2024

**Competition:** #24-04

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING PART TIME REGULAR POSITION (0.8 FTE)**

**Position:** Logistics Technician (Position #1000393)

**Division:** Justice and Public Safety

**Location:** Pitt Meadows Campus

**Reporting To:** Program Director, Driver Education

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

**Position Summary:**

The Logistics Technician at JIBC is entrusted with the vital responsibility of maintaining and optimizing the Driver Education Centre's facility, track, fleet, and equipment. This role is dedicated to ensuring the seamless delivery of high-quality training while prioritizing the safety of all involved, including staff, students, and the public.

This position works 28 hours per week and will include mostly afternoons, with some early morning and weekend hours required. Work schedules for regular employees shall be posted at least 14 days in advance of the starting day of a new schedule.

**Primary Responsibilities:**

**Fleet Management and Logistics Coordination**

- Manages the fleet of training vehicles and the onsite shop/garage ensuring vehicles are safe and ready when needed;
- Schedules and coordinates required maintenance and repairs, performs minor onsite repairs and modifications, conducts safety checks, and manages safe fueling of vehicles;
- Manages the track, props, and all equipment;
- Sets up classroom and track training determining resources required and ensuring they are ready and available;
- Assigns vehicles to instructors and classes;

- Coordinates with the JIBC Facilities team for maintenance and repairs (identifying and reporting facility issues to appropriate JIBC department or individual);
- Acts as site contact including receiving incoming mail and deliveries;
- Maintains appropriate record keeping;
- Develops, documents, and maintains occupational health and safety protocols and standards, and ensures they are consistently applied;
- Collaborates and communicates with DEC team members, instructors, and other members of the JIBC team;
- Inventories equipment;
- Coordinates the purchase of new vehicles;
- Identifies opportunities for improvements and implements and/or recommends changes

### **Health and Safety**

- Develops, documents, and maintains occupational health and safety protocols and standards, and ensures they are consistently applied;
- Ensures new employees on site have appropriate safety orientation and training;
- Coordinates first aid schedule to ensure appropriate coverage;

### **Qualifications & Requirements:**

- Certificate or diploma in a related field and a minimum of two (2) years transportation, logistics or fleet management experience or a combination of relevant education and experience;
- Driver's license (class 5) required;
- Automotive Service Technician training would be an asset;
- OFA, Level 1 – Emergency First Aid (Industry) would be an asset;
- Familiarity with Road Safety at Work | Occupational Road Safety Resources program would be an asset;
- Demonstrated OHS knowledge relevant to garage and training operations, including safe management of fuel and other flammables and environmental spill response;
- Demonstrated mechanical knowledge/vehicle maintenance and experience performing minor vehicle repairs, changing tires, oil changes etc.;
- Demonstrated ability to develop processes, protocols, and procedures;
- Demonstrated ability to effectively schedule and coordinate fleet related activities;
- Demonstrated ability to develop and maintain effective relationships with internal and external stakeholders;
- Demonstrated ability to communicate clearly, effectively, and professionally both verbally and in writing;
- Demonstrated ability to organize work and meet priorities;
- Demonstrated ability to problem solve and make logical decisions;
- Demonstrated computer skills such as Microsoft Office Suite and fleet related software;
- Experience dealing with snow, and other conditions that affect shop/garage, track, or vehicles;
- Experience with record keeping and project management;
- Experience purchasing or working with suppliers/vendors;
- Experience operating equipment such as forklifts;
- Experience purchasing or working with suppliers and vendors;
- Flexibility to shift duties/priorities/location as needed;
- Ability to work independently and as a team member;
- Ability to stand for extended periods and to lift, push, pull up to 50lbs.

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**Salary Range:** \$31.01 to \$35.18 per hour (BCGEU Grid 16) (Based on a 28 hour work week)

**Posting Date:** January 23, 2024

**Closing Date:** Open until filled (first review of applications after February 2, 2024)

Please feel free to contact Joan Glover ([jglover@jibc.ca](mailto:jglover@jibc.ca)) for more information about this position.

Please submit your application, quoting Competition #24-04 via email to [hr@jibc.ca](mailto:hr@jibc.ca).

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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