AUXILIARY / CASUAL

COMPETITION: #26153-20261027

SECTION:	Fleet Operations Services
LOCATION:	1830 Spyglass Place and 3585 Graveley Street
HOURS OF WORK:	Scheduled for shifts as needed: 6:30 a.m. to 6:30 p.m. 6:30 p.m. to 6:30 a.m. 12:30 am to 6:30 a.m. 6:00 a.m. to 2:30 p.m. 1:10 p.m. to 6:10 p.m.
SALARY:	Pay Grade 16 - $32.41 to $38.08 per hour
COMPETITION END DATE:	Tuesday, November 10, 2026

Responsible for police vehicle driving, and routine clerical and attendant type work in City parking compounds or garages, operated for the parking and storage of police vehicles.

ESSENTIAL DUTIES

- Delivers vehicles for mechanical body and repair work to and from service repair shops
- Performs light vehicle-servicing duties such as changing or repairing flat tires and jump-starting cars
- Ensures the general cleanliness of vehicles, and that any items or evidence is removed and properly stored and collected
- Picks up and delivers a variety of supplies and equipment, ensuring equipment is fully charged and functional
- Maintains routine clerical records related to the operation of the compound, the servicing of vehicles, and the tracking of related equipment and vehicles, and recording any issues or complaints
- Conducts inventory of equipment required, reporting any unaccounted for to a superior; tracking missing equipment and sending out related notifications, and recalling equipment for servicing as required
- Provides security for compounds, parking areas and entrances, and performs gate-keeping tasks in directing the public and monitoring the computerized security system
- Performs clerical tasks
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Thorough knowledge of the traffic rules and regulations governing the safe operation of passenger automobiles and vans
- Sound knowledge of the regulations and procedures governing the use of City vehicles and equipment assigned to the compound
- Working knowledge of the organization and locations of offices and shops of the VPD
- Working knowledge of geography and street locations in the city of Vancouver
- Ability to operate automotive vehicles and perform light vehicle-servicing tasks, including washing, cleaning, and vacuuming
- Ability to establish and maintain effective working relationships in a team environment
- Working knowledge of Excel and Word
- Ability to multitask and maintain routine clerical records
- Ability to carry boxes and crates of equipment weighing 20 or more kilograms

Preferred:

- Valid Class 4 driver’s licence

EXPERIENCE

- Extensive experience operating passenger vehicles as an attendant in a garage or parking lot

EDUCATION

- Grade 12

OTHER REQUIREMENTS

- Valid Class 5 B.C. driver's licence
- First Aid certificate
- All employees must maintain their Enhanced Reliability Clearance while employed with the Vancouver Police Department, which will be renewed every five years.
- Canadian citizenship or Permanent Resident status.

SELECTION PROCESS

Shortlisted applicants will be required to participate in clerical testing for typing skills, data entry, and Microsoft Word and Excel, in order to move forward to the interview stage.

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **Resumes should clearly indicate the competition number in the subject line of the email**.