

In Scope / Full Time

Location: 100% in office – Regina

Number of positions: Multiple

Current and Future Opportunities

Permanent and Temporary Opportunities

Posting Close: Sunday, September 15, 2024

Due to current market demands, a temporary market salary supplement is being offered in addition to base salary in the form of an annual lump sum payment based on 10% of range max with the payment split and paid twice per year based on eligibility guidelines.

GENERAL ACCOUNTABILITY

The Auto Tradesperson is responsible for the dismantling of vehicles and determining the quality of the parts and salability. This role stocks, ships and receives parts.

KEY ACCOUNTABILITIES

Note: This section is not intended to be an exhaustive list of duties and responsibilities – other duties and responsibilities may be assigned.

- Process damaged vehicles, including dismantling salvaged vehicles for sale of parts. Inspects the quality of parts prior to stocking.
- Identifies vehicle parts that are needed for inventory and creates the dismantling packages for Auto Tradespersons and Senior Auto Tradespersons in the bays.
- Identifies parts to be shipped to other Salvage locations.
- Tests and identifies recycled parts, making sure they are ready for sale.
- Test and checks the condition of engines to assist in the selection and valuation before dismantling.
- Verifies that vehicle VIN number matches claims file information.
- Inspects salvage vehicles to ensure that damages and condition match the claim file information and advises the Senior Partsperson or Manager of any discrepancies.
- Operates forklifts to load and unload vehicles, as well as bobcats, hoists and other heavy equipment.
- Stocks, ships and receives parts.
- Inspects parts in inventory for quality control.
- Updates inventory in the yard management system.

High Performance Team & Culture

- Supports a culture of leadership and accountability to effectively meet the key accountabilities within the scope of the role.
- Displays leadership by committing to a culture of continuous learning/development of self and supporting others by actively sharing knowledge, providing guidance, mentoring, training and supporting developmental opportunities.
- Demonstrates that the Health, Safety and Emergency Management Policy is applied in area of responsibility for self and others.
- Actively applies knowledge to support transformation and strategic initiatives of the corporation while participating and advocating change and applying a growth mindset.

TECHNICAL KNOWLEDGE & SKILLS

- Knowledge of automotive dismantling techniques across a broad range of automotive manufacturers, including the safe use and operation of shop tools and equipment.
- Knowledge of inspection of automotive parts and analysis for quality control.
- Knowledge of warehouse and inventory process; including yard management system.

EDUCATION & CERTIFICATIONS

- Grade 12/GED.
- Power Mobile Equipment certification.
- Possession of a valid driver's licence.

EXPERIENCE

- 1 – 2 years' directly related experience.

Please note: Effective January 01, 2023, the salary range for this role has been adjusted to \$49,420 - \$52,518.