

City of Fredericton

Stockkeeper & Shop Helper - Summer Student Position

Fleet Division

The City of Fredericton is a growing, busy, and lively city that cares about its residents. We'd love you to be part of our team! Our employees deliver services to those who live, work, and play here in Fredericton. It's now easier than ever to apply for a job at the City with our online application tool. Join us as we continuously seek new ways to improve and inspire the City of Fredericton.

Stockkeeper & Shop Helper

What You'll Do: Are you interested in seeing into the world of Automotive, Heavy Equipment Parts and Repairs? This entry level summer position will give you an opportunity to see how we coordinate repairs and maintenance of our fleet and expand your knowledge. You'll be assisting our stock keepers with parts ordering, receiving and paperwork. You'll be helping our shops with cleanliness of both the vehicles and the workspace.

Top Responsibilities:

- Performing general office duties including filing, data entry, photocopying and documents preparation. Maintain organized digital and physical filing systems.
- Locating, disturbing, shipping, and receiving parts. May include picking up parts from different warehouses (on-site) or vendors (off-site).
- Monitor inventory and participate in inventory stock counts.
- Maintain the surrounding area in a safe, clean manner. Tidying up workspaces in and around the shop. Organizing stockrooms and general cleaning and organizing.
- Preparing vehicles for re-deployment: such as washing and vacuuming. Filling up windshield washer fluid, gas or diesel.
- Sorting the recycling, (cardboard, plastic, metal etc.) and placing into the correct designated bins.
- Ability to lift heavy items safely during loading and unloading. Ensure proper handling and safety protocols are followed.
- Safe vehicle operating. Navigating routes efficiently, adhering to traffic laws and city vehicle use policies.
- To follow designated working hours as indicated, come to work ready to work.
- Respect decisions made by our senior staff.
- Other duties as required.

Your Qualifications - These, are 'must haves'; proof of certification is required:

- Must be attending school currently and returning to school in the fall
- NB Driver's License – Class 5
- Criminal Record Check

All About the Fit:

We believe knowing the job and doing the job well requires a dedicated, committed individual.

- Automotive and equipment knowledge is considered as asset.
- Responds cool and calm in the face of stresses and pressures
- Demonstrate problem solving and judgment
- Ability to establish and maintain respectful, cooperative, and professional working relationships with your team and community always
- Ability to work independently and as a contributing member of a team
- Forklift Certification considered an asset
- Air brake endorsement and or Class 3 license would be considered an asset.

WORK STATUS: Full time, Summer	HOURS OF WORK: Standard hours are 7:30 a.m. to 4:00 p.m., Monday to Friday; flexibility may be required from time to time
SALARY: Non-Union: Starting at \$17.00/hour	WORK LOCATION: 470 – 474 St. Mary's Street, Fredericton
CLOSING DATE: Applications will be received up to March 31, 2026 by 4:30pm. While we thank all of those who apply, only applicants selected for an interview will be contacted.	



Fredericton
www.fredericton.ca