

EMPLOYMENT OPPORTUNITY

Body Shop Person

Permanent Full-Time | External

Transportation Services

Competition No.: 2025-1060



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Ability to diagnose and problem solve in a variety of situations.
- Working knowledge of Commercial Vehicle Safety Enforcement regulations.
- Strong interpersonal and communication skills.
- Proficiency in computer systems including Microsoft 365, particularly Word, Outlook, Excel.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1060 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm, on July 11, 2025.***

Date Posted: June 27, 2025

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Body Shop Person in the Transportation Services Department.

The Body Shop Person contributes to the effective operation of the Transportation Services Department by performing body work and collision repair work on buses and other vehicles. This position supports the department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

QUALIFICATIONS

Qualifications include a high school diploma or equivalent, a Red Seal Trades Qualification as an Autobody and Collision Technician, including painting experience, plus three to five years' prior job-related experience. An equivalent combination of training and experience may be considered.

Forklift Experience is required as well as possession of a valid Class 5 Driver's License with an Air Brake Endorsement.

POSITION DETAILS

This is a permanent full-time (40 hours per week) Union position. Operations run seven days a week, 365 days a year. Shift assignments are determined based on seniority and include both day and afternoon shifts. The (2024) rate of pay is \$47.01, plus \$0.75 hour worked as a tool allowance. The position offers an attractive benefits package including extended health and dental benefits as well as Municipal Pension Plan participation, as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

Body Shop Person
Transportation Services
Mechanic Salary Schedule

Job Summary

The Body Shop Person contributes to the effective operation of the Transportation Services Department by performing body work and collision repair work on buses and other vehicles. This position supports the department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

Primary Duties and Responsibilities

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Performs planned and unplanned repairs, major or minor body work, dealing with breakdowns and/or collisions for the Custom and Conventional fleets.
 - Provides assistance to Mechanics with the repairs of glass replacements, door and ramp adjustments, seats, interior repairs, frame straightening, floor repairs and other required body work.
 - Liaises with BC Transit in providing estimates of body repair damage and provides necessary work orders as required and directed by the Chief Mechanic, Superintendent or Management.
 - Prepares estimates and repairs in accordance with ICBC Policy and requirements.
 - Prepares, primes and paints as required to BC Transit standards.
 - Reviews operator defect cards for damages, indicating damages on assets in accordance with BC Transit and RDN Reporting practices.
 - Prepares and submits workorder and photos for work rendered to ICBC and/or BC Transit.
 - Advises the Chief Mechanic and the Superintendent of Fleet & Transit Service Delivery of repair needs, out of service repair times, and status of vehicle repairs.
 - Collaborates with the Shop Chargehand to maintain and order materials, paint supplies, and parts inventory for all collision/body repairs.
 - Assists BC Transit with Provincial refurbishment and overhaul of conventional and custom fleets.
 - Prepares new RDN Fleet for service and decommissioned fleet for disposal by adding and/or removing RDN livery.
 - Performs BC Transit Campaigns, and Circulars as they pertain to body repairs, at the direction of the Chief Mechanic.
 - Performs clean up duties at the end of each shift.
 - Performs other related duties as required.
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Job Qualifications

Education/Experience

- High School Diploma or equivalent.
- Red Seal Trades Qualification as an Automotive Autobody and Collision Technician, including painting experience.
- Three (3) to five (5) years' prior job-related experience.
- Forklift Experience.
- An equivalent combination of training and experience may be considered.

Job Description

Skills/Abilities

- Possession of a valid Class 5 BC Drivers License, including an Air Brake Endorsement
- Occupational First Aid Level One (1) would be preferred.
- Proficiency in Microsoft 365 Office programs, particularly Word, Outlook, Excel).
- Knowledge of WHMIS regulations and work procedures.
- Knowledge of safe work procedures.
- Working knowledge of Commercial Vehicle Safety Enforcement regulations.
- Sound mechanical knowledge and comprehension.
- Ability to diagnose and problem solve in a variety of situations.
- Strong interpersonal and communication skills.

Reporting Relationship

Reports to: Superintendent, Fleet and Transit Delivery