



Shop Technician

The Alberta Pipe Trades College is responsive to the educational needs of the construction and maintenance sector throughout Alberta. The school is comprised of dedicated and innovative staff committed to the success of their students.

The Alberta Pipe Trades College is seeking a motivated and organized individual to fill the position of **Shop Technician**. This position plays an important role in supporting the daily operation of the college's classrooms, shops, and training facilities.

Candidates for this position should be self-motivated, highly organized, dependable, and capable of working independently while managing multiple priorities in a fast-paced environment.

Responsibilities:

- Maintain classrooms, shops, training equipment, and general facility organization.
- Shipping and receiving of materials, tools, equipment, and supplies.
- Coordinate and organize inventory, shop materials, and storage areas.
- Assist with purchasing and sourcing of materials and supplies for instructional departments.
- Perform routine maintenance and minor repairs to shop equipment and training areas.
- Support instructors and staff with classroom and shop setup requirements.
- Ensure work areas remain clean, safe, and organized.
- Maintain records related to inventory, purchasing, and receiving.
- Troubleshoot and problem solve operational and maintenance issues as they arise.
- Other related duties as assigned.

Qualifications:

- Completion of an Alberta Journeyperson Certificate and Interprovincial Red Seal certification.
- Multiple Red Seal certifications would be considered a strong asset and will be prioritized.
- Experience working in an industrial, construction, warehouse, maintenance, or educational environment would be considered an asset.
- Strong organizational and time management skills.
- Ability to work independently with minimal supervision.
- Strong problem-solving abilities and attention to detail.
- Basic computer skills including email, spreadsheets, and digital record keeping.
- Excellent interpersonal and communication skills.
- Forklift certification or experience would be considered an asset.
- Valid driver's license.

Remuneration:

Salary will be commensurate with education and experience plus ICI benefit package.

Closing Date:

June 19, 2026

Please submit a resume and cover letter to be considered for this opportunity.

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