Shop Manager (NOC10019)

Plaha Heavy Equipment Repair

Job ID
50456

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LOCATION	DATE POSTED	EXPIRY DATE
314 Exploration Ave SE #18, Calgary, AB, T3S 0C1, calgary, AB | Alberta	12-06-2026	09-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 52.60	2 years to less than 3 years	Bachelor's degree

Job Details

Job Title: Shop Manager

NOC Code: 10019 – Other Administrative Services Managers

Job Number: P-10019

Company Name: Plaha Heavy Equipment Repair Inc.

Work Location: 314 Exploration Ave SE #18, Calgary, AB, T3S 0C1

Employment Type: Permanent, Full-Time

Hours of Work: 9:00 AM to 6:00 PM (40 hours per week)

Wage: $52.60 per hour

Apply at Email: Jobs.PlahaRepairs@gmail.com

Company Overview

Plaha Heavy Equipment Repair Inc. specializes in heavy-duty diesel, semi-truck, and trailer repairs. The company provides safe, reliable, and comprehensive repair services to ensure vehicles are restored to optimal working conditions.

Position Summary

The Shop Manager is responsible for the overall management and administration of the repair facility, ensuring efficient operations, effective staff supervision, and proper financial control. The role involves coordinating business operations, managing budgets, overseeing staffing, and maintaining client and vendor relationships within a high-demand service environment. Existing staff are primarily engaged in technical and mechanical functions, and do not perform managerial or administrative oversight.

The incumbent will exercise full managerial authority to plan, organize, direct, control, and evaluate all operational and administrative functions of the business, including decision-making related to staffing, budgeting, contracts, internal policies, and business growth. This is a senior management position dedicated to administrative and operational leadership and does not involve the performance of mechanical repair duties.

Role & Responsibilities

• Plan, organize, direct, control, and evaluate the overall operations of the repair facility

• Exercise supervision over administrative and shop personnel to ensure productivity and service quality standards are

met

• Oversee administrative services, including records management, reporting systems, and internal controls

• Manage budgets, control expenditures, and implement cost-optimization measures

• Determine staffing requirements and oversee recruitment, training coordination, scheduling, and performance management

• Ensure compliance with Occupational Health and Safety (OHS) legislation, company policies, and applicable regulatory requirements

• Develop, implement, and evaluate operational policies, procedures, and service standards to improve efficiency

• Monitor workflow, service timelines, and operational outputs to ensure timely and efficient service delivery

• Administer and coordinate contracts with clients, vendors, and service providers

• Maintain client relationships and address service issues or escalations in a professional manner

• Oversee truck-parts and other heavy duty equipment procurement activities, inventory control, and supply management processes

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Employment Requirements

• Completion of a college diploma or university degree in business administration, management, or a related field OR equivalent combination of education and relevant work experience

• Minimum 2–3 years of management or supervisory experience

• Strong knowledge of business operations, budgeting, staffing, and service delivery

• Experience in heavy equipment, trucking, or automotive service industry is an asset

• Excellent leadership, communication, and organizational skills

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Skills and Competencies

• Leadership and team management

• Financial and operational planning

• Decision-making and problem-solving

• Client service and relationship management

• Time management and multitasking ability

• Knowledge of workplace safety standards, and

• Knowledge of truck-parts, and their procurement procedures.

Working Conditions:

• Fast-paced shop environment

• Combination of office-based administrative work and shop floor supervision

• Interaction with technical staff, customers, and suppliers

How to Apply:

Submit your cover letter and resume quoting Job No. “P-10019" in the subject line to our email: jobs.plaharepairs@gmail.com

Although we thank all applicants for applying, only those considered for further discussion will be contacted.

Plaha Heavy Equipment Repair Inc. is an equal opportunity employer

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