



THE UNITED COUNTIES OF LEEDS AND GRENVILLE
Public Works Division

Invites applications for the position of:

Mechanic

Status: Permanent Full time

Start Date: May 8, 2023

2023 Salary: \$32.94 - \$39.21/hour

Location: Greenbush, ON

Position Summary:

Under the direction of the Fleet Supervisor, the Fleet Mechanic will be responsible to maintain and repair all County equipment and vehicles, including but not limited to the following: tandem axle dump trucks outfitted with plows and salt/sand units in the winter; agricultural tractors complete with side and rear mowers, graders, loaders; backhoe's and various makes and models of light duty trucks.

Qualifications:

Education, Certification & Licenses

- A 310-T Truck and Coach Technician certification through the Ministry of Training, Colleges & Universities is mandatory.
- Possession of a 310-S Automotive Service Technician Certificate would be an asset but is not required.
- Possesses a valid Ontario Class G driver's license and access to a vehicle. A DZ driver's license would be preferable.
- A/C experience with a valid Ozone Depletion Certificate is required.

Experience

- A minimum of three (3) years as a certified Truck and Coach Technician
- Prior working experience with heavy equipment and agricultural equipment would be an asset.

- Prior experience working with ambulances and related equipment would be an asset.
- Experience with drivability and diesel after treatment systems diagnostics.

Knowledge

- Knowledge of automated/computer controlled salting/sanding equipment and basic hydraulic systems.
- Computer knowledge of automated work order system and preventative maintenance tracking software.
- Working knowledge of equipment/vehicle electronic diagnostic scanning devices.
- Working knowledge of AVL/GPS software would be considered an asset.

Skills & Abilities

- Excellent interpersonal and relationship skills both written and verbal
- Ability to act independently within own area and effectively plan, coordinate, prioritize and execute tasks in a high-pressure environment
- Highly self- motivated and directed as position requires some original and independent thinking in developing improved methods, procedures or techniques to adjust or improve operations
- Keen attention to detail for a role where quality assurance is important
- Team-oriented and skilled in working within a collaborative environment

Summary of Position Responsibilities:

Fleet Repairs and Maintenance (approximately 80%)

1. Maintain and repair plow trucks, including fabricating components and perform welding to prepare snow plows and wings.
2. Perform routine maintenance and repairs to heavy equipment such as tractors, mowers, loaders and graders.
3. Perform routine maintenance and repairs on pick up trucks and small engines.
4. Diagnose problems and perform repairs on electronically controlled systems, i.e. winter material spreader controls.
5. Update and follow an annual fleet maintenance program to ensure compliance with manufacturer specifications and Federal/Provincial legislation.

6. Respond to service calls, equipment breakdowns with use of County Service Truck. At times in less than ideal condition, make repairs on location, if possible, or make temporary repairs to get back to garage.

General (approximately 15%)

1. Ensure work, stock and shop areas are clean and free of debris.
2. Ensure shop tools and equipment are in good condition and stored in proper locations.
3. Ensure maintenance files are updated and stored in proper locations.

Safety Inspections (approximately 5%)

1. Perform Ministry of Transportation safety inspections on all County/Paramedic Service Fleet vehicles.

Other related duties, as requested and required.

Legislative Requirements:

- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal and Provincial Legislation; Municipal Acts, By-Laws and Operational and Human Resource policies and codes of the United Counties of Leeds and Grenville.
- Ensures a high level of respect for confidentiality for both the organization as a whole and staff as per the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- Protects health and health and safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Health and Safety Act.
- As set out in the United Counties of Leeds and Grenville's Emergency Plan, perform duties upon the declaration of an emergency.

Physical Skills:

- High degree of visual attention required.
- Dexterity of hands and fingers over much of the work day.
- Moderate physical demands with some lifting, pulling or pushing of moderately heavy or awkward objects.

Working Conditions:

- Shop work with some general office duties
- Surroundings may include hazardous chemicals, loud noises, dirt/dust, fumes and/or odours, awkward and/or confining spaces
- Frequent interruptions to respond to customer demands.
- Requirement to work outside of normal business hours to meet organizational needs with some scheduled after hours on-call duty and rotating shift work from November to March.
- Infrequent overnight trips for training.

The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.

How to Apply:

Please quote Competition#PW-23-038 in your cover letter and apply online through the Career section of our website **by 4:00 p.m. on /before March 31, 2023** to:

<https://careers.leedsgrenville.com>

Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (**MFIPPA**), and will only be used for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 extension 2308 or The Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process is conducted in a fair and equitable manner.