

**Job Posting: #2023-40**

**Job Title: Mechanic**

Department: Operations

Reports To: Manager, Transportation & Fleet Services

Hours per Week: 40

Status: Permanent Full-time

Number of Positions: 1

Salary Range: \$61,705.00 - \$75,003.35

**Application Due Date: Open until filled.**

### Role Summary

This position is responsible to maintain a Ministry approved licensing station to inspect, certify and repair the municipal fleet of gas and diesel powered vehicles and equipment. The Heavy Mechanic is responsible for completing scheduled maintenance activities for equipment, maintaining mobile units (trucks, heavy and small equipment) and stationary equipment in a safe and effective manner. Assist in other Transportation & Fleet Services duties utilizing equipment for maintenance and/or winter operations, as required.

### Role Specific Duties and Responsibilities

#### Seasonal Preparation:

1. Repairs and overhauls automobiles, light & heavy trucks, and other vehicles. Examines vehicles and discusses performance issues with Transportation & Fleet Services Foreperson/Manager as necessary. Tests the nature and extent of the malfunctions and plans work procedures following applicable technical manuals.
2. Prepares vehicles and equipment for seasonal work changes including attaching/removing equipment (e.g. plow attachments, wings, grade blades); perform maintenance work on vehicles and equipment. Install radios in rental and/or new equipment as directed. Repair broken plows, wings, and railings etc. utilizing basic welding techniques.

#### Inspections:

3. Conduct regular inspections of municipal vehicles and equipment as well as yearly inspections on CVOR related fleet; perform preventative and predictive maintenance on all municipal trucks, mobile and stationary equipment including heavy vehicles. Perform tasks and/or major/minor repairs as required; certify and record the completion of Provincial inspection requirements.

#### Service Logs:

4. Maintain service logs/records of vehicles and equipment, and schedules servicing of same; check to ensure licence/ownership/insurance documentation is present on the appropriate vehicle.
5. Complete work order processing using a fleet management system ensuring maintenance logs are up to date and preventative maintenance schedules of

all municipal fleet have been established.

#### Budget Responsibilities:

6. Provides input into the establishment of divisional goals, objectives, plans, policies and budgets specific to fleet; assist in developing, recommending and administering procedures, programs, systems and standards specific to fleet; purchases within parameters established by Manager, Transportation & Fleet Services for the annual operating budget specific to fleet.
7. Maintain auto related parts/shop inventory; order and replenish stock levels and supplies; maintain accurate record-keeping/control of parts.

#### Training:

8. Assist with training and instruction to staff in a safe and efficient operation of various vehicles and equipment.

#### Cleaning:

9. Responsible for cleaning and maintaining general shop area and tools, ensuring a safe and organized work environment.

#### Tool Requirements:

10. The incumbent will be responsible for supplying their own standard work tools and the Municipality will supply any required specialized tools.

#### Equipment Operator:

11. Provide back up support to other Transportation & Fleet Services functions, including heavy equipment operation and/or snow clearing/removal or sanding duties.

### General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Perform other duties as may be assigned in accordance with department and corporate objectives.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines and perform safe work practices.

### Required Certifications and/or Health and Safety Requirements

1. Valid Certificate of Qualifications in Automotive Service Technician (310S), Truck & Coach Technician (310T) and Heavy Equipment Certificate.
2. Valid Ontario Class "D" Driver's Licence and "Z" endorsement in good standing.
3. Transportation of Dangerous Goods, traffic control certification, chain saw certification, propane safety, confined space entry certification would be considered an asset.

4. Valid First Aid and CPR Certification.

#### Education, Skills and Experience

1. OSSGD preferred and a minimum 3 years licenced experience repairing and maintaining heavy equipment.
2. Knowledge and experience of general welding and machining and the ability to complete Ozone Depletion Prevention (ODP) card.
3. Thorough working knowledge of vehicle and heavy equipment operation, preventative maintenance techniques and repair methods, diesel engines, required equipment safety inspections, procedures, welding and body work techniques and methods, parts inventory control practices and sound safety practices.
4. Thorough working knowledge of municipal infrastructure operations and maintenance, associated materials and supplies, equipment operation and maintenance procedures.
5. Proven ability to work independently or as a team member, and to perform light and heavy lifting.
6. Basic computer skills involving data entry using corporate standard software and department/division task specific software.
7. Proven ability to operate single or tandem trucks with attachments such as salt and sand spreader, snow plow, street sweeper, tractor with attachments, excavator, grader, wheel loader, rubber tired backhoe, steam jenny, weed eaters, grinder, portable compactors, portable water pumps, portable hand sprayers, wood chipper and small hand equipment (tools).
8. Excellent skills in public relations, customer service, communication, analytical and problem solving to deal effectively and courteously in all aspects of the position.
9. Available for emergency, on-call and after hours response and to quickly assess, take control and respond to emergency situations.

#### Physical Demands and Working Conditions

- Heavy physical effort on a regular basis with various duties. Occasionally required to lift up to 22.7kg/50lbs. Moderate physical effort including finger/hand dexterity, reaching, walking, standing, kneeling, bending, stooping, crouching, driving vehicles and working on construction sites.
- Working conditions are subject to exposure to inclement weather conditions, mud, dirt, noise and exposure to public criticism/abuse conducted at construction work sites.
- Normal hours of work are 40 hours per week and available for overtime hours, when necessary. Availability or provision for on-call response.

## Contacts and Interactions

- Communicates regularly with staff, contractors and the public.

## Applicant Information

This posting will remain open until filled. Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2023-40 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).