

Mechanic

The Municipality of South Dundas is currently seeking a candidate for the position of Mechanic.

Reporting to the Director of Transportation, the Mechanic is responsible to lead the activities of the maintenance department to ensure that fleet and heavy equipment is available, dependable and safe at all times.

The Mechanic will provide hands on quality service while adhering to all Municipal and Provincial policies and regulations. The Mechanic will also provide guidance on preventative maintenance programs, compliance programs and general direction of the Maintenance Department.

The Mechanic will be a key player in the Asset Management Program (AMP).

The Municipality of South Dundas offers an excellent benefit package, OMERS pension and competitive salary.

A complete position description can be viewed at:
www.southdundas.com

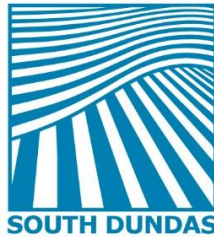
Please submit your resume and cover letter by 4:30 pm on
March 20, 2019

to Mr. Jeff Hyndman, Director of Transportation
Municipality of South Dundas
34 Ottawa Street, PO Box 740, Morrisburg, ON
K0C 1X0

E-Mail: hr@southdundas.com

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 613-543-2673. Please know that should you require and special accommodations in order to apply for a position or interview for a position with the Municipality of South Dundas, we will endeavour to make such accommodations.



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Duties and Responsibilities:

- Analyze maintenance costs and provide recommendations on fleet utilization and replacement.
- Track fleet usage and maintain accurate inventory of equipment.
- Assist in the development of maintenance budget by providing input relative to policy, costs.
- Ensure the maintenance records for fleet are accurate and up-to-date.
- Negotiate service agreements to ensure cost efficiencies.
- Complete special projects and perform other duties as assigned.

Minimum Knowledge and Skills Required to Perform the Job:

- Minimum 5 years' experience in a Fleet management role.
- Experience with off-road heavy equipment a must.
- Plant and Building maintenance experience would be an asset.
- Strong troubleshooting skills.
- Excellent interpersonal skills and team orientation.
- Computer literate with experience using MS Office.
- Excellent time management and organizational skills.
- Excellent interpersonal, teambuilding and oral/written communication skills.
- Strong analytical and computer skills.
- Minimum grade 12 education along with valid Certificates of Qualification (310T- Truck and Coach) trade licenses from the Ontario College of Trades.
- Five years of experience in the trade as a licensed technician following an accredited apprenticeship program.
- Must have a valid G Driver's License; D or C Ontario Driver's License with a "Z" endorsement is preferred. A drivers' abstract will be required to verify a driving record in good standing.

Qualifications:

- Must possess leadership and team building skills.
- Ability to coordinate the work of others.
- Ability to function in a computerized environment.
- Ability to support and facilitate positive work relationships.
- Good public and employee relations skills.
- Creative/innovative focus on service delivery.
- Commitment to customer service and continuous improvement.

Work Environment:

- Must be able to work in all-weather including extremes.
- Will encounter frequent exposure to noise, dust, chemicals and heavy equipment.
- May be exposed to unpleasant sight and smells.
- Potential to handle dangerous/toxic materials and must comply with all safety controls to ensure there is no risk of contamination to themselves or others.
- Available to work a flexible work schedule including evening and weekend work and call, with the ability to work planned or unplanned overtimes as required.

Physical and Mental Requirements:

- Must be able to work independently on a schedule and use effective time management.
- Stressful situations may occur due to: tight deadlines, problems, inconveniences, direction of others, managing a range of responsibilities, high number of tasks to complete, time of year and seasonal weather conditions.

This job description is intended to summarize the responsibilities of the job and is not an exhaustive list of all duties to be performed.