



Operations Department – Roads and Fleet Mechanic

Position Summary:

Under the direction of the Chief Mechanic, the Mechanic will efficiently perform a wide variety of maintenance and repair functions regarding the City's fleet.

Qualifications:

- Must have a minimum of Grade 12;
- Possession of Automotive Service Technician (310S) and Truck and Coach Technician (310T) Licences.
- Minimum of two (2) years experience as a fully qualified mechanic on gasoline and diesel powered equipment;
- Experience with Municipal construction and maintenance equipment would be an asset;
- Possess an Ontario Driver's License in good standing.

Hours of work:

2080 hours annually (40 hours a week) including weekends and holidays with occasional overtime

Salary

- \$33.76 per hour (2024 probationary rate).
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.
- Employee and Family Assistance Plan.

Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm on **October 23, 2024**.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: humanresources@pembroke.ca

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

City of Pembroke
Operations Department

TITLE:	Mechanic – Class 1
DEPARTMENT:	Roads and Fleet
REPORTS TO:	Chief Mechanic

Position Summary:

Under the direction of the Chief Mechanic, the Mechanic will efficiently perform a wide variety of maintenance and repair functions regarding the City's fleet.

Education/Qualifications/Experience:

- Must have a minimum of Grade 12;
- Possession of Automotive Service Technician (310S) and Truck and Coach Technician (310T) Licences.
- Minimum of two (2) years experience as a fully qualified mechanic on gasoline and diesel powered equipment;
- Experience with Municipal construction and maintenance equipment would be an asset;
- Possess an Ontario Driver's License in good standing.

Skills and Abilities:

- Ability to prioritize and organize work assignments.
- Ability to foresee and prevent safety problems.
- Ability to read, comprehend and apply technical instructions on a variety of repair manuals.
- Ability to understand and execute oral and written instructions and to interpret hydraulic and electrical plans and sketches.
- Excellent communication skills.

General Scope of Duties:

- Carry out regular maintenance and repairs on equipment such as backhoes, loaders, graders, automobiles, pick-ups, dump trucks, street sweepers, pumps, compressors, generators, mowers and ice resurfacers.
- Perform preventative maintenance repairs and replacement of parts and fluids.
- Clean and maintain garage areas.
- Replace engines; remove, dismantle, repair and install automatic and manual transmissions.
- Service vehicles with oil, change filter, install anti-freeze, lubricate vehicles, adjust brakes and other similar servicing and tune-up procedures.
- Prepare purchase requisitions for parts and fleet materials for review by the Chief Mechanic.
- Operate a variety of hand and power tools used in automotive and heavy equipment maintenance work.
- May be required to perform emergency and maintenance repairs in the field.

Decision Making and Judgement:

- Diagnose malfunctions such as fuel or ignition failure and effect repairs by adjusting or replacing parts.
- Diagnose and repair major and minor mechanical and electrical defects in vehicles and heavy equipment.

- Provide quality services in a cost-effective manner and to propose improved methods of performing the work.

Accountability:

- Maintain accurate records of equipment maintenance, routine servicing, winterizing and tune-ups.
- Maintain and operate efficiently all equipment relating to the City's fleet.
- Learn and keep up to date with new technology and terminology of modern automotive equipment.

Leadership/Supervision:

- This position has no supervisory responsibilities.

Interpersonal Skills and Contacts:

Internal

- Senior and support staff of other departments

External

- General public

Working Conditions:

- Indoor/Outdoor Garage Environment
- Driving
- Walking
- Available for overtime work when required.
- Travel as required for training.

Physical Skill and Effort:

- Able to lift up to 50lbs of supplies/equipment.
- Bending/Lifting
- Walking on uneven surfaces
- Manual labor

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.



The foregoing 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 position.



Hours of Work: 40 hours/week Monday to Friday
Occasional overtime.