



**Operations Department
Roads and Fleet
General Maintenance – Class 1 (Permanent Full time)**

Position Summary:

Under supervision of the Supervisor of Roads & Fleet, to properly operate as directed: trucks, dump trucks, lawnmowers and other tools and small equipment used in the construction and maintenance of roads.

Qualifications:

- 1) Minimum Grade 12 education; *
- 2) Must hold a valid Ontario Driver's Licence, Class "DZ"; and
- 3) Must have at least six (6) months experience in the operation of trucks, including dump trucks; and
- 4) Must have at least six (6) months experience in the field of general maintenance.

** (an equivalent combination of education and experience may be considered)*

The successful applicant will possess strong communication skills, mechanical ability or potential, and be physically fit and alert.

Hours of work:

40 hours a week including weekends and holidays with occasional overtime

Salary (2023 rate)

\$23.59 (2023 probationary rate)

Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on **February 3, 2023**.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: HR@pembroke.ca
Fax: 613-735-3660

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

Accommodation for applicants with disabilities is available upon request.

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
JOB DESCRIPTION**

Title	General Maintenance – Class 1
Department:	Operations
Section:	Roads and Fleet
Reports to:	Roads and Fleet Supervisor

General:

- 1) Possess and maintain a “DZ” Ontario Driver’s Licence.
- 2) Observe all Health & Safety Regulations
- 3) Practice good public relations at all times.
- 4) Be capable of following instructions with supervision; and
- 5) Have good communication skills.

Education & Experience:

- 1) Must have a minimum of Grade 12;*
- 2) Must possess mechanical ability or potential;
- 3) Must have at least six months experience in the operation of trucks, including dump trucks;
- 4) Must have at least six (6) months experience in the field of general maintenance

* (an equivalent combination of education and experience may be considered)

Knowledge, Skills, Abilities and Judgement:

- 1) Be capable of carrying out assigned duties with a minimum of supervision and with a high sense of responsibility;
- 2) Must have experience or trainability in mechanics; and
- 3) Maintain harmonious relationships;

Duties:

- 1) To operate as directed: one-ton trucks, pickup trucks, dump trucks, sidewalk tractors with various attachments, front end loaders, chainsaws, vibrating packers and other tools and small equipment;
- 2) Take standby as necessary;
- 3) Manual labor;
- 4) To properly maintain and operate efficiently all equipment relating to the roads section; and carry out other related duties as assigned.