

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for

Mechanic **Infrastructure Services Department** (Full-time position, 40 hours per week)

The Town of Orangeville ("Town") has a full-time opportunity available for the position of Mechanic. Reporting to the Fleet Supervisor, this position will perform routine and major mechanical maintenance work on Town-owned and rental vehicles, equipment and generators.

Job Duties:

- Performing routine and major mechanical maintenance on vehicles, equipment and generators including, but not necessarily limited to tune ups, oil changes, chassis lubrication, lights, tire rotation, engine component replacement and scheduled maintenance as recommended by the manufacturer on Town-owned and rental vehicles and equipment as required.
- Completing all documentation required to generate a complete and accurate maintenance log, including but not necessarily limited to the vehicle daily logbooks, monthly fuel use data reports, safety and Ministry of Transportation inspections, and service repair sheets, for all vehicles and equipment that are serviced or maintained.
- Ensuring a tidy, organized, and safe workspace, particularly in the areas where vehicle and equipment maintenance is completed, and tools, lubricants, and parts are stored.
- Assisting the Fleet Supervisor with providing vehicle and equipment specifications for the procurement of these items by the Town as well as ordering parts and supplies for shop; Assisting the Fleet Supervisor with documenting any service work that will need to be completed in the future to the fleet.
- Training new employees on safe operating procedures for equipment used by the Town staff, as directed by the Fleet Supervisor.
- Other duties as assigned.

Qualifications:

- Secondary School Diploma
- Two (2) years of work experience required as a fully licensed mechanic performing mechanical maintenance work on diesel and/or gasoline powered trucks and equipment.

- Valid Class DZ Ontario driver's licence
- Valid Truck/Coach (310T) certificate.
- Valid Automotive Service Technician (310S) certificate.
- Proven mechanical aptitude with sound knowledge of heavy equipment and diesel engines.
- Experience in other small engine and vehicle repairs is considered an asset.
- Experience operating and repairing large trucks, plow trucks, front-end loaders and snow clearing equipment is considered an asset.
- Welding and forklift truck operations knowledge.
- Experience with Microsoft Outlook, Microsoft Word and Microsoft Excel.

Hourly Range: \$37.29 to \$43.63, Band 8 on the Town's 2024 Hourly Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources no later than 4 p.m. on **Wednesday, June 12, 2024**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.