

City of Kingston

Mechanic 310S

Job Number: J1225-0125

Bargaining Unit: CUPE

Job Type: Regular Full-time

Salary: \$33.69 - \$42.00/Hour

Comprehensive Benefit Plan paid by employer
Defined Benefit Pension Plan-OMERS

Hours of Work: 40 hrs/week

Closing Date: December 29, 2025

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.



Position Summary

**** Note: Pay Range is based on 2025 Rates of Pay****

Under the direction of the Supervisor, Fleet Services the mechanic evaluates, diagnoses and performs maintenance and repairs on a wide range of municipal equipment (including light and heavy duty vehicles) for all City operations. This position is responsible for entering information into our work order management system.

KEY DUTIES & RESPONSIBILITIES:

Evaluate, diagnose, test and perform maintenance and repairs on various types of equipment and apparatus including electric, propane, gasoline and diesel-powered vehicles and equipment

Conduct regular inspections on vehicles and equipment

Perform service calls including on road calls

Perform repairs within industry established repair times

Follow proper repair procedures, costs/effects/outcomes required to minimize downtime and properly repair vehicles and equipment

Operate and test drive all city vehicles/equipment on and off road as well as shuttle and deliver vehicles when required

Prepare and maintain detailed work-related records including job codes and job notes specific to the repair performed

Must maintain an accurate personal tool inventory

Ensure a safe, clean and professional work environment

Work with supervisor to provide timely estimates for all repairs

Ensure all work is performed in accordance with health and safety practices while complying with all City and department policies

Maintain good working relationships with Fleet Services team as well as colleagues from Transit, Public Works and other internal departments as well as with external contacts and suppliers

Work from sketches and schematic diagrams and utilize information from diagnostic equipment

Remain current with industry changes, vehicles, and equipment and City provided training

Perform other duties as assigned

Qualifications, Competencies

Grade 12 diploma or equivalent education

5 years as a licensed mechanic; including experience with a wide variety of diesel and gasoline operated equipment and vehicles

Must possess and maintain a valid Ontario 310S certification at time of hire. Preferred to also hold a valid Truck and Coach Technician (310T) license

Must possess and maintain a valid Ontario Class G driver's license. "DZ" license preferred

Experience in air conditioning and welding. ODP certification preferred

Experience with computerized maintenance software

Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

Must be able to perform the essential duties of the job including bending, stooping, kneeling, climbing a ladder, standing, twisting and reaching above head level

Knowledge of safe work practices

Demonstrated ability to interpret electrical diagrams, schematics and technical manuals

Demonstrated concentration, visual attention and manual dexterity

Ability to work independently and in a team environment

Must possess effective communication skills both verbal and written

Diagnostic skills required for multiple types of equipment, including preventative maintenance programs, work requests while using safe working practices

Ability to work rotating shifts which may include days, evenings, weekends and holidays

Must obtain and maintain a satisfactory criminal record check

Obtain the certificate of qualification (310T License) within 2 years if not already held at time of hire

Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca.

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers
Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

[Please CLICK HERE to Apply](#)