



## **TOWNSHIP OF NORTH STORMONT**

### **Job Description**

**Position Title:** Mechanic  
**Supervisor:** Public Works Supervisor  
**Salary:** Band E - \$70,032 - \$91,375  
**Schedule:** 40 Hours/week

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#### **POSITION SUMMARY**

Under the Supervision of the Public Works Supervisor, the Mechanic is responsible for the maintenance, mechanical repair and certification of all township owned equipment.

- Performs mechanical repairs and preventative maintenance on all township equipment and vehicles to ensure compliance with all provincial legislation.
- Prepare for annual safety inspections and emission testing as required and maintains records and mandatory documentation required by the Ministry of Transportation of Ontario and the Commercial Vehicle Operator Registration.
- Performs mechanical work on various diesel-powered vehicles and heavy equipment, heavy duty and light duty gasoline vehicles, light duty and small equipment.
- Diagnose and repair computer, fuel injection, hydraulic, brake, electrical, suspension and cooling systems in municipality vehicles and equipment.
- Overhauls diesel and gasoline engines, transmissions, front and rear differentials, transfer cases and gear boxes.
- Machine parts, brazing, and welds intricate equipment, snowplows, graders, and other equipment and projects as required.
- Supports the supervisor in training and maintaining repair records and activities.
- Places orders for parts and supplies, as required; maintains stockroom of common parts and supplies in an orderly fashion; and keeps records of all parts and supplies used in the maintenance and repair of equipment and vehicles.
- Respond to emergency situations on an on-call basis as required.
- Ensure all safety equipment and guards are properly installed and properly adjusted.
- Prepares and submits detailed reports to the Public Works Supervisor, including vehicle / equipment working hours and service / repair status, in accordance with Township policies and provincial regulations.

#### **EXPECTATIONS:**

- Adheres to workplace safety regulations and policies, such as the use of personal protective equipment, the disabling of cellular phones and other sources of distraction while operating heavy equipment, etc.
- Communicates any unsafe working conditions, accidents or injuries to the Public Works Supervisor, to facilitate prompt correction or reporting.

- Provides recommendations to improve operations, decrease turnaround times or streamline work processes; and works cooperatively with colleagues, contractors and other service providers to provide quality customer service.
- Ensure all tools and power equipment are properly maintained and safe to use.
- Provide a current satisfactory driving abstract
- Demonstrated organizational skills including task prioritization, multi-tasking, and time management techniques, and strong attention to detail.
- Strong communications skills in such areas as collaboration and conflict resolution.
- Knowledge of the *Occupational Health and Safety Act*, WHMIS Regulations, and applicable provincial legislation and Township regulations and policies.

## **QUALIFICATIONS**

- Certification (license) as truck / coach technician.
- Certification (license) as automotive technician is an asset.
- A minimum of three (3) years' experience as a truck/coach technician.
- Mechanical repair experience with heavy equipment including hydraulics is an asset.
- Experience as a heavy equipment operator is an asset.
- A valid DZ Class driver's license is required to operate a variety of motorized vehicles and heavy equipment, with an AZ Class driver's license being considered an asset.

## **WORKING CONDITIONS**

The work is performed both in the Township garages and in the field, with exposure to heavy machinery, dangerous and/or toxic substances / fumes, loud noise, physical hazards, and inclement weather conditions (such as rain, blizzards, whiteouts, ice storms, fog, etc.).

A high level of physical ability is required for lifting, pulling and manipulating heavy equipment and objects.

## **APPLICATION INFORMATION:**

Applications will be received **until the position is filled**. Along with your resume, please provide a cover letter summarizing why you are interested in this position.

**Documents should be emailed to the CAO/Clerk, Chad Brownlee at [cbrownlee@northstormont.ca](mailto:cbrownlee@northstormont.ca) or dropped off at the municipal office in Berwick.**

- Compensation will be commensurate with qualifications and experience and include a full benefit package and enrollment in the OMERS pension plan
- We may occasionally pilot AI-supported screening tools to support efficiency, but they are not a fixed part of our selection process.
- All hiring decisions are made by people, and candidates will be informed if any AI tool is involved in their assessment in accordance with the Employment Standards Act.
- We thank all applicants for their interest, however, only those selected for an interview will be contacted.

- Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

The Township of North Stormont is an equal opportunity employer committed to accessibility, inclusivity, and diversity. Accommodation is available throughout the recruitment process. If you require accommodation, please contact Chad Brownlee at [cbrownlee@northstormont.ca](mailto:cbrownlee@northstormont.ca)