



Transportation Services Truck and Coach Technician

The Township of North Dundas is currently seeking to fill the full-time position of Truck and Coach Technician within the Transportation Services Department.

Applicants must possess a Truck and Coach 310T license and have a minimum 5 years working with heavy equipment.

The Township offers competitive wages and a comprehensive benefit package. A full job description follows below.

To apply to become part of our team, please submit your resume and cover letter by 4:00 pm on Friday, December 29, 2023 to

Jamie Cheney, Interim Director, Transportation Services
Township of North Dundas
636 St. Lawrence St., P.O. Box 489
Winchester, ON, K0C 2K0
Fax: 613-774-5699
Email: careers@northdundas.com

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

If you require this document or any other documents in an alternative format, please contact our office at (613) 774-2105. Should you require any special accommodations in order to apply or interview for the position with the Township of North Dundas, we will endeavour to make such accommodations. All applications will be held in strict confidence. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Truck and Coach Technician	LAST REVISION DATE: December 2023
REPORTS TO: Shop Foreman/Head Mechanic	
WAGE LEVEL: \$61,355 to \$73,042	EFFECTIVE DATE:

Position Summary:

Responsible for the repair and maintenance of all municipally owned and leased vehicles and equipment including Recreation, Landfill, Public Works and Fire department vehicles and equipment. Reports to the Shop Foreman/Head Mechanic. During their absence, reports to the Patrol Supervisor. The incumbent must provide their own hand and air tools relating to the trade.

Position Qualifications:

- Post-secondary education in diesel mechanics and hold a Truck and Coach-310T License.
- 5 years of experience in vehicle, heavy truck and equipment maintenance and repair.
- Minimum Secondary School Diploma or equivalent combination of experience and education as determined by the employer.
- A valid DZ driver's license or willingness to obtain.
- Strong interpersonal skills combined with solid written and oral communications
- Knowledge of Occupational Health and Safety.
- Physically fit to perform the essential duties of the job.
- Clean drivers abstract.
- Ability to work without close supervision.
- Automotive 310S License would be considered an asset.
- General welding skills would be considered an asset

Position Description:

- Perform day-to-day activities as assigned by Shop Foreman
- Assist with records pertaining to the repairs and maintenance of the fleet and equipment. Ensure all vehicles and equipment records are kept up to date and filed as per Municipal and MTO regulations.
- Ensure all municipal vehicles and equipment are kept in a safe operating condition at all times.
- Maintain logs of all supplies and parts installed on individual units. Help manage and restock inventory and supplies according to Municipal purchasing policy.
- Completion of individual timesheets and reports as required by supervisor. E.g.: Logs, safety reports, inspection reports etc.
- Ensure proper use of shop related equipment and compliance with safety regulations.
- Other duties as assigned by Shop Foreman
- Available for overtime, as required due to work load and/or seasonal requirements (i.e.: weather conditions).
- Ability to make estimates of materials and time required to perform the work.
- Possess analytical skills and be detail oriented.

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 classification.

- The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance.
- The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.
- Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.