



Employment Opportunity Transportation Department – Shop Foreman/Head Mechanic

The Township of North Dundas is currently seeking candidates to fill a **permanent, full-time Head Mechanic/Shop Foreman** with the Transportation Department.

We are seeking an experienced Head Mechanic/Shop Foreman to be 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. This position is responsible for scheduling maintenance and inspections, record keeping, parts inventory, and supervising other mechanics. The position is 40 hours per week, Monday to Friday, with occasional weekend or after-hours work required, particularly during the winter snow plowing season.

Our ideal candidate will have strong leadership, communication, organizational, and record-keeping skills, along with a solid understanding of Occupational Health and Safety and basic computer skills.

A valid DZ driver's licence and a clean driver's abstract are required.

An Automotive 310S licence and general welding experience would be considered an asset.

APPLY TODAY!

Submit your resume and cover letter to
careers@northdundas.com to the attention of Human Resources

Applications will be reviewed until the position is filled

Township of North Dundas
636 St. Lawrence St., P.O. Box 489
Winchester, ON.
K0C 2K0
Fax: 613-774-5699

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: Shop Foreman/Head Mechanic	Approved by: Council
REPORTS TO: Director of Transportation	Last Revised: September 2026
WAGE LEVEL: \$85,145-\$101,364	

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 Director of Transportation or their Designate. Will be in charge of scheduling maintenance and inspections, record keeping, parts inventory and supervising other mechanics.

Position Qualifications:

- Post-secondary education in diesel mechanics and hold a Truck and Coach-310T License.
- Minimum of 3 years of experience in a Shop Foreman position.
- Minimum of 5 years experience in vehicle, heavy truck and equipment maintenance and repairs.
- A valid DZ driver's license or willingness to obtain.
- Strong interpersonal skills combined with solid written and oral communications.
- Strong record keeping abilities.
- Detail oriented.
- Knowledge of Occupational Health and Safety.
- Physically fit to perform the essential duties of the job.
- Clean drivers abstract.
- Basic computer skills including Excel and Word.
- Automotive 310S License would be considered an asset.
- General welding skills would be considered an asset.

Position Description:

- Responsible for performing a wide range of duties expected of a Truck and Coach Mechanic, including but not limited to the following: conducting diagnostic

inspection of vehicles, performing general mechanical overhaul and repair work and performing daily maintenance repairs. Perform unit changes or repairs to all Fleet vehicles.

- Schedules vehicles for preventative maintenance, unscheduled repairs, and manufacturer vehicle recalls; coordinates with service providers for outside repairs on all vehicles/equipment. Ensures all Municipal vehicles and equipment is kept in a safe and up to date.
- Schedules work, assigns job tasks, monitors progress, and communicates to all departments. Ensures all regular, yearly and regulatory inspections and services are kept up to date.
- Oversee vendor repairs; tracks and coordinates accident repairs; oversees quality control on work performed during shift.
- Manage records pertaining to the repairs and maintenance of the fleet and equipment. Ensures all vehicle and equipment records are kept up to date and filed as per Municipal and MTO regulations.
- Meets with departments to review vehicle/equipment replacement needs; answers questions from departments concerning service and repairs.
- Keep an accurate inventory of current parts as required and keep a log of all supplies and parts installed on individual units. Manage and when necessary, restock inventory and supplies according to the Municipal purchasing policy.
- Assists to write bid specifications on equipment and supplies; inspects, tests, and evaluates incoming supplies, materials, and equipment; monitors and assists with parts receiving/distribution allocation.
- Provides the Director of Transportation or their designate, with a needs forecast for immediate and long range planning. Assist with budget planning, provides estimates, and monitors replacement budget; participates in policy and procedure development, implementation, and monitoring.
- Assist in vehicle and equipment purchases, assists with life cycle analysis and prepares vehicles and equipment for disposal; estimates the cost and time of repairs, and determines the most cost-effective methods.
- Examines and test drives vehicle and equipment to ensure all repairs and maintenance have been completed satisfactorily.
- Responsible to work, and ensure that all direct reporting staff work, in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety, and workplace violence policy and procedures.
- Weekend and after hour work are periodically required, particularly during winter snow plowing season.
- Perform other related duties as required or assigned.

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.