



## VACANCY POSTING

<b>POSTING #: CUPE-2020-45</b> <b>Posting Period: October 29 – November 9, 2020</b>	<b>Employee Group: CUPE Local 4700 (Haldimand)</b> <b>Position Status: Permanent Full-Time</b> <b>Hours worked per week: 40</b>
<b>Position: Automotive Technician</b> <b>Grade: 9</b> <b>Current Wage Range: \$30.930 - \$35.805 / hour</b> <i>(January 2020)</i>	<b>Department / Division: Public Works Operations / Fleet Operations</b> <b>Location: Kohler, Ontario</b>

### PURPOSE OF POSITION:

Reporting to the Supervisor, Fleet Operations and receiving work direction from the Fleet Foreman, the incumbent will:

- diagnose problems with vehicles and equipment and carry out major and / or minor scheduled or non-scheduled repair, maintenance and / or overhaul on all vehicles and equipment, at both the garage and at various job-sites
- assign tasks and / or provide guidance to staff assigned to assist with repair, maintenance and / or overhaul of vehicles and equipment, ensuring work is done correctly.
- advise Fleet Clerk if supplies are needed; to sign out supplies when they are needed.
- carry out maintenance and housekeeping duties at the garage/Kohler facility to ensure a tidy and safe workspace.
- complete all documentation required ensuring accuracy (for example, daily log book, service repair sheets, work orders)
- perform other duties as directed / assigned

### EDUCATION & EXPERIENCE:

- High School Grade 12 graduation or equivalent plus an additional programme of over one year and up to two years, or equivalent
- Current Truck and Coach Technician (T) license\*\*, and
- Current Automotive Service Technician (S) license\*\* required (or willingness to require within specified timeframe)

PLUS

- over five years current related experience (including required apprentice hours)

Or equivalent to that combination.

### Additional requirements:

- a valid Ontario class DZ driver's license
- industry standard tool box and hand tools to perform duties as assigned
- must be physically able to do the work

### KNOWLEDGE & SKILLS REQUIRED:

- proven mechanical aptitude with sound knowledge of heavy equipment and diesel engines
- good understanding of seasonal nature of fleet operations in a municipal setting

- proven communication skills (both oral and written)
- proven time management skills
- proven ability to work independently

**MACHINES OPERATED:**

- Small equipment and hand tools,
- volt, ohm and amp meters,
- gauges and testers,
- computer analyzer,
- callipers,
- micrometers,
- pickup truck,
- front-end loader (2 or 4 wheel drive),
- truck jacks,
- air compressor and attachments,
- chain falls,
- torches,
- hydraulic press,
- welder,
- steam jenny,
- forklift.

**COMPUTER EXPERTISE:**

Level 1 - Incumbents to this position must possess basic computer skills scored at 50% or higher to ensure their familiarity with computer / printer / mouse / Internet / e-mail.

**Accountabilities / Tasks**

Reference Purpose of Position above.

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

**This position requires:**

- a current (within the past 6 months) Police Check      **YES – OPP LE 219**
- a pre-hire physical      **NO**

**County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.**

**AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

*As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.*