



MUNICIPAL DISTRICT OF ST. STEPHEN

Employment Opportunity

Mechanic

The Municipal District of St. Stephen has an opening within the Public Works Department for a full-time Mechanic.

Under the supervision of the Director of Infrastructure and/or Supervisor, the Mechanic maintains all Municipal owned vehicles and machinery and performs all duties related to the Works Department involving streets, sewers, parks, etc.

The successful candidate must be a licensed mechanic, hold a valid driver's license and a valid inspection license for automotive and tractor trailer.

A complete job description is available at www.town.ststephen.nb.ca.

Please submit your resume outlining your qualifications, relevant educational background, training, work experience and three (3) references to:

Alison Estey, Human Resource and Office Manager

22 Budd Avenue, St. Stephen, N.B., E3L 1E9

Email alison.estey@chocolatetown.ca

or fax (506) 466-7701.

Please reference **Competition no. 10-2023** Closing Date: **Friday, November 17, 2023**

The Municipal District of St. Stephen thanks all respondents; however only those selected for an interview will be contacted.



Job Description

Job Title:	Mechanic
Job Type:	Union
Direct Reports:	None

The Mechanic performs a variety of skilled tasks involved in preventative maintenance and repair of the Municipal District of St. Stephen's (MDSS) fleet of vehicles and equipment.

Nature and Scope of Work

- Under the direction of the Supervisor II, performs scheduled servicing, preventative maintenance, and repairs, in both the shop and the field, on a variety of MDSS fleet vehicles, construction and turf maintenance equipment, trucks, trailer, standby generators, machinery, and tools.
- Inspects vehicles and equipment, diagnoses and troubleshoots mechanical, electronic or electrical malfunctions, and undertakes corrective action.
- Repairs and performs regular servicing on engines, transmissions, brake and steering assemblies, power train, electrical and electronic systems, charging, hydraulic, PTO, and fuel systems on a variety of vehicles and equipment.
- Maintains and repairs small to medium sized engines and small tools (i.e., chainsaws, tampers, blowers, hydraulic tools, lawnmowers, pumps).
- Maintains and repairs winter road maintenance equipment including truck mounted sanders and all related controls.
- Prepares, carries out and evaluates preventive maintenance schedules for all MDSS vehicles and equipment.
- Assists in the development and review of specifications for new vehicle and equipment acquisitions.
- Provides emergency field assistance to disabled vehicles and equipment.
- Maintains detailed records, prepared reports and other documentation related to equipment inspections, repairs, and service.
- Shares technical expertise and provides information/training in the operation, care and maintenance of serviced equipment and vehicles.
- Maintains an awareness and understanding of current and emerging technologies related to this trade.
- Works in compliance with all safety policies, procedures and WorkSafe regulations.
- Participation in on-call rotation and overtime as required.
- Maintains equipment and tools used in the performance of work in a clean and safe manner.

- Performs all duties related to the Works Department involving streets, sewers, parks, labour work, and other duties as required.

Qualifications

Knowledge, Skills, and Abilities:

- Thorough current knowledge of industry maintenance standards, practices and operating regulations related to the work.
- Working knowledge of computerized mechanical diagnostic tools.
- Superior technical and mechanical aptitude.
- Excellent analytical, troubleshooting, and problem-solving skills.
- Effective time management and organizational skills.
- Good written and oral communication skills.
- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity, and fairness.
- Ability to work under own initiative with minimal supervision.
- Must have sufficient physical strength, stamina, and ability to perform the work in a shop and/or field environment.

Education:

- Completion of Grade 12 or equivalent

Certification/Licenses:

- Must be a Licensed Mechanic and hold a valid driver's license.
- Must hold a valid Inspection License for Automotive and Tractor Trailer.

Training:

- WHMIS Training

Experience

- Minimum of three (3) years recent and related experience as a journeyman mechanic in the repair and maintenance of a variety of gasoline, hybrid and diesel vehicles including automobiles, small trucks, heavy duty and/or commercial transport vehicles, machinery, equipment, and small tools.

Working Conditions

- Will be required to work in inclement weather.
- May come into contact with live sewage.
- May be required to respond to requests for emergency repairs outside of normal hours.

Other

- Must be flexible, co-operative, and willing to learn.

Approved: _____

Chief Administrative Officer

Date: _____

Nov 7, 2023