



## Fleet Service Technician

### The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

### The Portfolio

Reporting to the Manager of Operations & Compliance and taking direction from the Fleet Management and Service Technician, the Fleet Service Technician maintains the Town's fleet of vehicles and equipment as part of the Town's preventative and responsive maintenance programs to ensure safe and functional equipment for various corporate vehicles and equipment.

### The Candidate

As a candidate for this position, you possess a Secondary School Diploma and hold a Skilled Trade Ontario Certificate of Qualification for 310T and 310S trades and you hold a valid "DZ" driver's license.

### Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes a salary range between **\$64,607 and \$78,603** and a comprehensive benefits plan.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to [hr@grimsby.ca](mailto:hr@grimsby.ca) **January 27, 2025, at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit [www.grimsby.ca](http://www.grimsby.ca) under "Career Opportunities".

## Posting #: 02-2025

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

*Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources ([hr@grimsby.ca](mailto:hr@grimsby.ca)) to make appropriate arrangements.*

*The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*

*Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.*



## **JOB POSTING**

### **Fleet Service Technician**

Public Works Department

#### **1. Vehicle and Equipment Maintenance (75%)**

- 1.1 Performs preventative and responsive maintenance, servicing and repairs on the Town's fleet and equipment, including pick-up trucks, snowplows, heavy construction equipment (back-hoes, loaders), lawn equipment (zero-turn mowers, etc.) and power tools.
- 1.2 Responsible for completing various maintenance, servicing and repair tasks including, but not necessarily limited to:
  - a) Routine safety inspections.
  - b) General equipment servicing (oil, filter, brakes, belts, hoses, exhaust, hydraulic systems, tire maintenance, etc.).
  - c) Small-scale repairs (accident damage, rust repairs, painting, etc.)
  - d) Unscheduled service calls and repairs (i.e. breakdowns).
  - e) Facilitating vehicle recalls and warranty repairs.
  - f) Performing equipment upgrades and modifications.
- 1.3 Maintains records of equipment operational history and maintenance records as appropriate to assist in the assessment of equipment and evaluation of repair options, equipment life expectancy and future acquisitions.
- 1.4 Ensure maintenance, servicing and repairs are completed in accordance with current regulations and standards (i.e. Highway Traffic Act, National Fire Protection Association standards), manufacture requirements (i.e. maintenance schedules, warranty commitments, etc.) as well as industry standards and best practices.

#### **2. Planning and Scheduling (10%)**

- 2.1 Reviews established schedules for the vehicle and equipment maintenance program, including receiving direction and advice from the Fleet Management and Service Technician.
- 2.2 Coordinates repairs, maintenance or warranty work referred to outside repair facilities where required due to specialized requirements, time constraints, etc.

#### **3. Purchasing and Inventory Management (10%)**

- 3.1 Assists with the procurement and managing and inventory of parts, lubricants etc. including monitoring stock levels, sourcing parts/material supplies, obtaining quotes/pricing, initiating purchase orders, etc. in accordance with Town purchasing policies.
- 3.2 Provides input and feedback concerning vehicle and equipment procurement, including commenting on vehicle/equipment performance, reviewing specifications, researching new innovations/technology, etc.

#### **4. Communication and Training (5%)**

- 4.1 Communicate vehicle and equipment care requirements to operational staff as it relates to proper procedures to maintain warranty and/or ensure equipment operates efficiently and maximizes life expectancy.

**4. Other**

4.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.

4.2 Other related duties, as assigned.

**The successful candidate will possess the following:****Education**

- Secondary School Diploma.
- Skilled Trade Ontario 310T - Truck and Coach.
- Skilled Trade Ontario 310S – Automotive Service Technician.

**License, Registration and Training**

- Valid Journeyperson 310T - Truck and Coach Technician License.
- Valid Journeyperson 310S - Automotive Service Technician License.
- Valid and unrestricted Ontario Class “DZ” Driver’s License.
- Red Seal endorsement would be considered an asset.
- Driver’s license abstract to the satisfaction of the Town.

**Experience**

- Two (2) years as a qualified Journeyperson 310T Truck and Coach Technician
- Two (2) years as a qualified Journeyperson 310S Automotive Service Technician

**Knowledge/Skills/Abilities**

- Extensive knowledge of mechanical operations/functions of various types of vehicles and large equipment associated with municipal operations.
- Experience working with, or a certified Emergency Vehicle Technician (EVT) would be considered an asset.
- Experience working on/with Electric Vehicles (EV) would be considered an asset.
- Diagnose, analyze and solve complex problems.
- Listen, engage and interact skillfully and professionally with internal and external stakeholders.
- Proficient with Microsoft Office Suite (Word, Outlook, Excel, Access, etc.).
- Proficient with various types of software used in a mechanic shop setting (i.e. diagnostic software, fleet management software, etc.).
- Good organizational skills.
- Ability to work independently and effectively with others as part of a team.
- Ability to handle competing time constraints, priorities and deadlines.
- Good written and verbal communication and interpersonal skills.

A combination of education, training, and experience may be considered.