



Township of Ignace
34 Main St. Ignace,
ON P0T 1T0

EXTERNAL JOB POSTING

The Township of Ignace is accepting applications for Mechanic/Operator. Hours of work are 80 hours bi-weekly, regularly from 6:30 a.m. to 3:10 p.m.

Job Description

Title: Licensed Mechanic/Operator
Department: Public Works
Group: Union
Direct Supervisor: Public Works Manager
Date Posted: September 27, 2024

POSITION SUMMARY:

The Township of Ignace is seeking a certified Licensed Mechanic/Operator to join our team. This position involves the maintenance, repair, and servicing of light and heavy-duty municipal equipment, as well as the operation of heavy equipment when required. The successful candidate will organize and schedule fleet maintenance while being available to operate equipment as directed by the supervisor, ensuring smooth operations across municipal projects.

KEY RESPONSIBILITIES:

Mechanic Responsibilities:

- Diagnose and perform maintenance and repairs on a variety of light and heavy-duty equipment, including trucks, loaders, graders, and municipal vehicles.
- Organize and schedule the township's fleet maintenance requirements, ensuring all vehicles and equipment receive timely preventative maintenance.
- Conduct routine preventative maintenance to ensure equipment longevity and reduce unexpected breakdowns.
- Repair and maintain hydraulic, electrical, and mechanical systems on heavy-duty equipment.
- Use computerized diagnostic tools to troubleshoot vehicle and equipment issues.
- Conduct safety inspections and ensure that all equipment complies with local and provincial safety regulations.
- Ensure operators perform daily maintenance checks and circle checks on equipment and report any non-compliance or issues to the supervisor.

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- Maintain detailed records of all services and repairs, including parts used and time spent on each repair.
- Order necessary parts and materials for repairs and ensure proper inventory management.
- Respond to emergency breakdowns and provide on-site repair services as needed.
- Maintain a clean, safe, and organized work environment in the repair shop.

Operator Responsibilities:

- Operate heavy-duty equipment (such as loaders, graders, and excavators) as required, under the direction of a supervisor, to assist with public works and other municipal operations.
- Ensure safe operation of equipment, adhering to municipal and provincial safety regulations.
- Conduct pre-operation inspections to ensure equipment is in safe working condition before use.
- Collaborate with public works and other departments to ensure equipment availability and functionality during municipal projects.
- Assist with snow removal, road maintenance, and other operational tasks requiring the use of heavy machinery.

QUALIFICATIONS:

- Valid mechanic certification/license to work on both light and heavy-duty equipment (310T, 310S, or equivalent).
- Proven experience in diagnosing and repairing light and heavy-duty equipment, preferably in a municipal or construction setting.
- Experience in fleet management, including scheduling and organizing vehicle and equipment maintenance.
- Ability and certification to operate heavy equipment (e.g., loaders, graders, excavators) is required.
- Strong understanding of hydraulic, electrical, and mechanical systems.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Excellent problem-solving skills and attention to detail.
- Proficiency in Microsoft Office, email, and internet applications.



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- Demonstrated leadership and team-building skills.
- Excellent interpersonal, analytical, organizational, and communication skills.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified. It shall not be construed as all the work requirements that may be inherent in this classification.

SALARY AND BENEFITS:

The Township of Ignace offers a competitive salary, comprehensive benefits package, pension plan and health coverage.

WORKING CONDITIONS:

- The primary location of work is at the Public Works Compound.
- Ability to travel throughout the community and Northwestern Ontario on occasion.
- Possess a G-class licence with a clean driving record.
- Possess DZ Licence an asset, will provide training

HOW TO APPLY:

Interested candidates are invited to submit their resume and cover letter as indicated bellow. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Aaron Gullins, Chief Administrative Officer
Township of Ignace Township Office
34 Main Street.
Ignace, ON P0T 1T0
cao@ignace.ca

Closing date: Friday October 11th, 2024 at 3:00 p.m.

Equal Opportunity Employer Statement:

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.