

## THE CORPORATION OF THE TOWN OF COCHRANE

### **Job Title: Mechanic**

Reports To: Infrastructure Supervisor

Status: Permanent Full-time

Salary: \$34.68 to \$36.11 per hour with full benefit package and Defined Benefit Pension

Hours of Work: 40 hours per week, Monday to Friday

Work Location: Cochrane, Ontario

**Who we are:** The Town of Cochrane is a progressive and growing municipality in northeastern Ontario with a population of approximately 5,500. It employs approximately 65 full time permanent employees, and another 30-40 part time or temporary employees.

### **Position Summary:**

The Town of Cochrane is currently seeking highly skilled individuals for a mechanic, within our Infrastructure Services Department, to join the team in Cochrane, Ontario. The successful individual will be assist with the mechanical repairs of small equipment, light duty and heavy-duty vehicles and mechanical certification of all vehicles within the Town of Cochrane. They will display their best collaboration and communication skills while safely and competently carrying out the position's duties.

### **Duties:**

- Assist in day-to-day maintenance and operations of Municipal infrastructure in an effective, efficient, safe, and responsible manner.
- Diagnose, maintain and effect repairs on a variety of municipal equipment that includes light trucks, heavy trucks and
- heavy construction equipment.
- Included but not limited to, the diagnose, repair and preventative maintenance of:
  - o Electrical systems
  - o Engines and engine management systems
  - o Vehicle ventilation and air-conditioning systems
  - o Transmissions, clutches, driveshaft differential and drive axle assemblies
  - o Fuel delivery systems
  - o Suspension systems and frame, steering and braking systems, tires, wheels, rims and hubs
  - o Hydraulic systems; including snowplow equipment and attachments
  - o Construction equipment; assemble, disassemble, and modify components and systems
  - o Small engine equipment.
  - o Truck sander systems
- Performs grinding and sharpening of blades.
- Calibrate and test truck sanding systems.
- Inspect and operate welders, plasma cutter and oxyacetylene torches.
- Maintains inventory of parts and prepares purchase requisitions.
- Work with a Computerized Maintenance Management System, creating and maintaining work orders, including records of repair and preventative maintenance.
- Keep daily timesheets, equipment log sheets, hours of work log sheets for Supervisor review and approval.
- Observe Health and Safety Policy and Procedures, adhere strictly to rules regarding health and safety, including the donning of proper PPE.
- Overtime, as required.
- Assist the public and provide general information related to the department operations.
- Perform other duties as assigned.

**Requirements:**

- OSSD or equivalent.
- Current Truck and Coach Technician - 310T License.
- Current Heavy Equipment Mechanic – 421A license, is an asset.
- Current Automotive Service Technician - 310S License, is an asset.
- Possession of a valid Ontario Class "D" Driver's License with "Z" endorsement and a clean driving record (driver's abstract will be requested), is an asset.
- Technical Standards and Safety Authority – Multi Certificate Holder ICE-P and ICE-NG, is an asset.
- First Aid/CPR Certification, WHMIS training, is an asset.
- Excellent knowledge of mechanical, electrical, and electronic components of various vehicles.
- Working knowledge of vehicle diagnostic systems and methods
- Ability to work independently or as a team member.
- Strong interpersonal skills to deal with members of the public, council, and all levels of staff.
- Ability to demonstrate initiative consistently with a commitment to quality improvement, sharing process improvement initiatives with management.
- Demonstrated time-management skills with the ability to prioritize assigned workloads and meet deadlines.
- Basic skill level with Computer and digital devices and related software.
- Excellent verbal and written communication skills.
- Strong organizational skills to prioritize workload and perform tasks without direct supervision.
- Available for after-hours work for emergency breakdowns and for seasonal activities.
- A satisfactory Criminal Record Check is required for this position.

**How to apply:** Thank you for your interest. We encourage qualified candidates to email their resume and cover letter to [HR@cochraneontario.com](mailto:HR@cochraneontario.com) by January 3<sup>rd</sup>, 2025, at 3:00 pm. The position will remain open until filled. Please write "Mechanic" in the subject line.

The Town of Cochrane is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities (AODA). If you need an accommodation during the recruitment and selection process, please call (705) 272- 4361.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection Privacy Act.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.