



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced
FLEET MECHANIC

Competition Number 2024-07

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

When you help run a dynamic community, no two days ever feel the same. As part of a growing but tight-knit team, you will have the ability to bring your ideas to the table and influence the organization and the community. Our team is highly collaborative, loves to laugh, is customer service focused, and is dedicated to the fantastic community we serve.

If this sounds like an environment you'd like to be a part of, consider joining us! Click here to learn more: <https://www.centrialsaanich.ca/municipal-hall/employment-bids>

JOB OVERVIEW

Reporting to the Fleet Supervisor, this position performs a variety of mechanical work related to the maintenance, servicing and repairs of a wide variety of municipal vehicles and equipment.

The ideal candidate will possess the completion of grade 12 or equivalent, a BC Trade Qualification or Red Seal Ticket as a Heavy Duty Mechanic, Commercial Transport Mechanic, or Automotive Mechanic. Additionally, the ideal candidate will have two (2) years of vehicle and equipment repair and maintenance experience or an equivalent combination of training and experience and a valid class 5 B.C. driver's license. A valid class 3 B.C. driver's license with air endorsement is preferred. We may consider an under-implementation in this role, so if you are interested in growing your mechanic career, please consider submitting your application.

Please see the attached job description for further information on the duties and requirements of the role.

At the District of Central Saanich we value diversity and are committed to an inclusive, accessible work environment where collaboration and mutual respect bring out the best in all of us. If you need an accommodation for any part of the hiring process, please reach out to us.

The District's COVID-19 Vaccination Policy is currently suspended; however, should circumstances change, you may be required to provide proof of vaccination against COVID-19 to be eligible to continue performing your duties.

The pay rate for this full-time 8 hour per day, Monday to Friday position is \$38.52 - \$41.66 (2024 rates). Interested employees are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca or by dropping it off at the Municipal Hall, attention: Human Resources. This competition will remain open until filled.

We appreciate your application and interest in working with us; however, due to the volume of applications we receive we are unable to respond to each application and only those candidates under active consideration will be contacted.



Central Saanich

Job Description

Mechanic

Engineering Department

(pay grade 52)

General Accountability:

Reporting to the Fleet Supervisor, this position performs a variety of mechanical work related to the maintenance, servicing and repairs of a wide variety of municipal vehicles and equipment.

Nature and Scope of Work

- Performs inspections, servicing, repair, tire changes/replacement and implementation of preventive maintenance of municipal vehicles (including Fire and Police Service department vehicles);
- Repairs various vehicle and equipment components, including, engines, transmissions, drive lines, steering, brakes, chassis/body, automotive electrical components and wiring, hydraulic valves, pumps, and cylinders etc.;
- Performs servicing, diagnostics, and repairs on all EV vehicles;
- Maintains accurate records of all repairs and services in the preventative maintenance electronic service records system;
- Diagnoses and repairs mechanical, electrical and hydraulic problems and malfunctions;
- Performs lubrication, oil changes, and tire rotate/changes all municipal vehicles (including specialized Police and Fire vehicles), heavy duty mobile equipment and relatively fixed heavy duty equipment;
- Designs and fabricates a variety of construction equipment tools (i.e.: water meter shutoff tools);
- Performs electric and oxy/acetylene welding for minor lap welds, fabrications and surfacing;
- Carries out minor bodywork repairs and painting;
- Services, maintains and repairs small motor equipment such as mowers, chainsaws, sanders, generators, etc.;
- Coordinates with others to maintain a stock system and record of inventory;
- Assists with the assembly, removal and adjustments of attachments to various pieces of equipment;
- Maintains a safe, clean and orderly shop;
- Prepares estimates of labour, materials, and time required for new installations, repairs or replacement of equipment and accessories;
- Follows all corporate policies and processes;
- Participates in emergency duties in the event of an emergency or disaster; and,
- Performs other related duties as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, tools, equipment and safety precautions pertaining to the maintenance of cars, trucks and heavy mobile equipment
- Knowledge and ability to comply with all pertinent Work Safe BC and Occupational Health and Safety regulations, including shop safety and the demonstrated ability to work in a manner that recognizes personal safety and the safety of others
- Knowledge of Microsoft Office suite (Word, Excel, Outlook and SharePoint)
- Knowledge and ability to input and operate digital fleet management software
- Excellent customer service and communications skills with the ability to develop and maintain effective working relationships
- Sufficient physical strength, stamina and coordination to perform labour intensive work in all weather conditions
- Ability to stay current in the field
- Considerable knowledge of electric and oxy/acetylene welding techniques, tools and equipment
- Ability to effectively deal with inquiries, complaints and service requests with promptness, tact, diplomacy, confidentiality and accuracy
- Ability to work independently, take initiative and multi-task to achieve work deliverables
- Ability to set priorities, meet deadlines and work under pressure
- Ability to work positively toward advancing First Nations relations and awareness of federal, provincial and municipal initiatives advancing Truth and Reconciliation
- Ability to promote and contribute to a positive team environment

Requirements

Education and Experience:

- Completion of Grade 12 or equivalent qualification
- BC Trade Qualification or Red Seal Ticket as a Heavy Duty Mechanic, Commercial Transport Mechanic, or Automotive Mechanics and,
- Two (2) years of vehicle and equipment repair and maintenance experience or an equivalent combination of training and experience
- A valid class 5 BC Driver's License; a valid Class 3 B.C. Driver's License with air endorsement is preferred

Other:

- This role is required occasionally to work outside of regular work hours, to address emergency situations. Regular hours of work maybe between 6:00 am to 6:00 pm as required.
- This role is able to participate in the District's Flexible Workplace Policy

Signature of CAO:

Date: _____

Signature of Manager/Director:

Date: _____