



## EMPLOYMENT OPPORTUNITY

<b>DEPARTMENT:</b>	Public Works, Parks, and Trails Department
<b>JOB TITLE:</b>	Mechanic 310T
<b>AFFILIATION:</b>	Union Position
<b>TERM:</b>	Full-Time, Permanent
<b>HOURS OF WORK:</b>	8 hours/day, 40 hours/week, evenings and weekends are required in the Winter Season.
<b>HOURLY WAGE:</b>	Probation Rate     \$37.82 3 Month Rate       \$38.82 15 Month Rate      \$39.82

The Mechanic is responsible for the maintenance and repair of the Township's fleet and equipment, ensuring safe, reliable, and compliant operation. This role requires a licensed 310T Truck and Coach Technician with strong diagnostic skills and experience working with a variety of municipal and commercial equipment. The Mechanic supports Public Works, Parks, Fire, and other departments to keep equipment operational year-round.

### DUTIES AND RESPONSIBILITIES

- Diagnose, repair, and maintain the municipal fleet, including heavy-duty trucks, plow trucks, light-duty vehicles, off-road equipment, and specialized municipal units.
- Perform routine maintenance, preventative maintenance, and emergency repairs to ensure compliance with MTO safety standards.
- Complete annual and semi-annual safety inspections and correct identified defects.
- Maintain accurate electronic and written records of repairs, inspections, and service histories.
- Track and manage maintenance schedules using fleet management software.
- Identify recurring mechanical issues and recommend improvements.
- Coordinate warranty repairs and maintain documentation for warranty claims.
- Maintain shop tools, equipment, and work areas in safe, clean conditions.
- Assist with parts ordering, inventory tracking, and vendor coordination.

- Work with Fire Department Mechanical Officers and staff to help ensure emergency vehicles are serviced and operational.
- Follow all applicable Ministry of Transportation (MTO), Ministry of Labour (MOL), and environmental regulations.
- Ensure all work adheres to Township safety policies and procedures.
- Perform other related duties as assigned.

## EDUCATION & LICENSING

- Valid 310T Truck and Coach Technician licence (required).
- Successful candidate will be expected to work toward obtaining their 310S Automotive Service Technician certification.
  - The Township will fully support this process, including covering course costs and allowing time for required training.
  - Employees working toward their 310S will remain on probationary progression until the certification is achieved.
- Valid Ontario Class G driver's licence (DZ preferred).

## EXPERIENCE & SKILLS

- Minimum five (5) years of experience in heavy-duty repair and diagnostics.
- Knowledge of fleet maintenance practices and the ability to troubleshoot a variety of equipment.
- Experience using fleet management or maintenance tracking software.
- Strong understanding of safety inspection requirements and regulatory compliance.
- Ability to work independently, manage priorities, and maintain accurate documentation.
- Strong communication and teamwork skills.

Qualified and interested candidates should submit an electronic or hard copy resume and cover letter addressed to Courtney Clarke, Director of Public Works, Parks and Trails [cclarke@uxbridge.ca](mailto:cclarke@uxbridge.ca) or in the secure drop-box located outside the Township of Uxbridge Municipal Offices (51 Toronto St S, Uxbridge, ON, L9P 1T1) in a sealed envelope, no later than **December 31st, 2025 at 2:00pm**.

*We thank all applicants and advise that only those to be interviewed will be contacted. The Township is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*