



EMPLOYMENT OPPORTUNITY

DEPARTMENT:	Public Works, Parks, and Trails Department
JOB TITLE:	Senior Mechanic Working Foreman
AFFILIATION:	Union Position
TERM:	Full-Time
HOURS OF WORK:	8 hours/day, 40 hours/week, evenings and weekends are required in the Winter Season.
HOURLY WAGE:	Probation Rate \$45.33 3 Month Rate \$46.33 15 Month Rate \$47.33

The Senior Mechanic is responsible for the maintenance, repair, and oversight of the municipality's fleet and equipment, ensuring optimal performance, safety, and regulatory compliance. This role requires a licensed mechanic with both 310T (Truck and Coach Technician) and 310S (Automotive Service Technician) certifications. The Senior Mechanic will also be responsible for proactive fleet management, warranty tracking, and data-driven maintenance planning, including oversight of all municipal equipment and safety inspections.

DUTIES AND RESPONSIBILITIES

- Perform diagnostics, repairs, and maintenance on a diverse fleet, including heavy-duty trucks, light-duty vehicles, off-road equipment, and specialized municipal equipment.
- Conduct routine and emergency repairs, ensuring all vehicles meet safety and regulatory standards.
- Supervise and provide direction to the municipality's fleet mechanic.
- Lead preventative maintenance programs to minimize downtime and extend equipment lifespan.
- Coordinate with external vendors and service providers for outsourced repairs when necessary.
- Monitor and manage the municipality's fleet maintenance schedule to ensure compliance with safety standards and operational efficiency.
- Maintain accurate records of repairs, inspections, and service history using fleet management software.

- Provide oversight and training to junior mechanics, ensuring adherence to industry best practices.
- Ensure compliance with provincial and municipal safety and environmental regulations.
- Track and manage equipment warranties to ensure cost-effective repairs and replacements.
- Implement and maintain a data collection system for fleet performance, maintenance costs, and repair trends.
- Analyze maintenance data to improve efficiency, reduce costs, and identify recurring issues.
- Develop and execute a proactive maintenance plan to reduce unexpected breakdowns and extend asset lifespan.
- Oversee the maintenance and safety inspections of parks equipment, including lawn mowers, tractors, and other municipal tools.
- Collaborate with Parks, Bylaw, Development Services, and Arena departments to ensure all equipment and vehicles are safe and operational.
- Manage safety inspections on all vehicles and equipment to ensure compliance with regulatory standards.
- Stay up to date with changing safety requirements and recommend improvements to policies and procedures.
- Maintain detailed documentation of all safety inspections and required corrective actions.
- Ensure all equipment maintenance and safety inspections adhere to Ministry of Transportation (MTO) and Ministry of Labour (MOL) requirements.
- Maintain and organize inspection reports, service logs, and compliance records for audit and regulatory review.
- Collaborate with Fire department personnel, particularly the Fire Department Mechanical Officers and Chief Officers, to ensure all equipment and vehicles are safe and operational.
- Perform other duties as assigned.

EDUCATION, TECHNICAL SKILLS, AND CERTIFICATIONS

- Valid 310T (Truck and Coach Technician) and 310S (Automotive Service Technician) licenses.
- Minimum five (5) years of experience in fleet maintenance and repair, including oversight responsibilities.
- Experience with fleet management software and data tracking for maintenance planning.
- Strong knowledge of warranty processes and ability to manage claims and documentation.
- Ability to diagnose and repair a wide range of vehicles and equipment efficiently.

- Strong organizational and leadership skills to manage work schedules and mentor junior staff.
- Proficiency in safety inspection protocols and regulatory compliance.
- Valid Ontario Class G driver's license (DZ preferred).

Qualified and interested candidates should submit an electronic or hard copy resume and cover letter addressed to Dave Magee, Roads Operations Manager dmagee@uxbridge.ca **and** Courtney Clarke, Director of Public Works 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 **October 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.