



The Municipality of Trent Hills
Invites Applications for the Position of
Fleet Mechanic

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

Reporting to the Fleet Supervisor/Head Mechanic, the Fleet Mechanic is required to assist with maintenance of the municipal inventory of vehicles and equipment in accordance with legislated requirements.

The successful candidate is required to have a valid class "T" Truck and Coach Technician license. It is preferred that the successful candidate also have a valid class "S" Automotive Service Technician license. A minimum of one to three years' experience in a heavy equipment repair work environment is required. The successful candidate must have excellent customer service skills and the ability to communicate effectively with co-workers.

The starting pay rate for this vacant unionized position is \$29.92 per hour. As a unionized position, the candidate is eligible for a pay rate increase after successfully passing the probation period. The Municipality offers a competitive and attractive benefit package and enrollment in the OMERS pension plan. The regular work week for this position is 40 hours per week.

Work Location: 189 Alma Street, Campbellford, Ontario

Resumes will be received until **2:00 p.m. on Wednesday, November 19, 2025**. Please send resumes marked "Fleet Mechanic Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Position: Fleet Mechanic
Department: Public Works/Fleet
Reports to: Manager of Roads and Urban Services,
Assistant Manager of Roads and Urban Services and
Fleet Supervisor/Head Mechanic
Union Affiliate

Position Summary:

The Fleet Mechanic is required to assist with maintenance of the municipal inventory of vehicles and equipment in accordance with legislated requirements.

Duties and Key Responsibilities:

Program/Service

- Perform maintenance on all vehicles and equipment including Heavy trucks, Light trucks and Passenger vehicles, Heavy Equipment (i.e. Grader, Backhoe, Loader, Excavator), Small Engines (Mowers, Trimmers, Chainsaws, Blowers, Water Pumps, Etc.), Fire Department fleet, etc. in accordance with manufacturers specifications and legislated requirements and warranty recalls.
- Maintain maintenance to inventory of parts and supplies.
- Adhere to the maintenance tracking system for fleet maintenance.
- Adhere to the preventative maintenance routines established for Municipal equipment to assist in extending vehicle life spans and reduce downtime.
- Monitor and maintain fuel systems to T.S.S.A. standards and applicable legislation.
- Provide recommendations to Supervisor for modifications to equipment and/or operating procedures.
- Work within established policies and procedures.
- Respond to various emergency situations related to maintaining division and departmental goals and objectives.
- Adhere to the regular routine and preventative maintenance program for vehicles and equipment.
- Implement direction provided by the Fleet Supervisor.
- Safe handling of hazardous materials.
- Practice and observe safety procedures.
- Provide support to other operations staff.
- Respond to emergency situations and perform on-call duties as scheduled.
- Perform diagnostics and repairs to HVAC systems.
- Research and assist with developing tenders and specifications for

- purchasing equipment and supplies.
- Perform additional duties in the absence of the Fleet Supervisor.
- Perform annual Safety Inspections on Commercial vehicles and equipment (including Fire Department fleet) in accordance with the Highway Traffic Act and applicable legislation.
- Perform other duties as assigned.

Administration

- Daily reporting of work performed on standard reports provided.

Miscellaneous

- Ensure that equipment and tools are properly maintained.
- Respond to requests for service from other departmental staff.
- Plan events or assignments to be undertaken by division on a daily basis.

Position Qualifications:

- Valid class “T” Truck and Coach Technician license.
- Valid class “S” Automotive Service Technician license (preferred).
- Class “D” Driver’s license, Z endorsement with a satisfactory driver’s abstract.
- Minimum Grade 12 diploma.
- One (1) to three (3) years’ experience in a heavy equipment repair work environment.
- Further training in First Aid/CPR, WHMIS.
- Excellent physical condition required to conduct inspections, traverse work sites and perform activities in confined and limited spaces.
- One (1) years’ experience in Welding with Arc and M.I.G. welders.
- Thorough knowledge of the Highway Traffic Act pertaining to Annual Vehicle Inspections and CVOR Regulations.
- Valid and satisfactory Criminal Background Check.
- Knowledge of:
 - Heavy equipment maintenance, repair and operations (hydraulics, electrical, etc.).
 - Changes and improvements to industry equipment and methodologies.
 - Occupational Health and Safety Act and safe working practices, workplace health and safety standards and practices.

Key Performance Competencies:

- Ability to work outdoors, in variable weather conditions and varied shifts.
- Ability to work and communicate effectively with Managers and Staff.
- Ability to work safely with others and on your own.
- Ability to quickly diagnose and analyze problems and implement solutions.

- Ability to operate a variety of specialized Heavy Equipment including but not limited to Backhoe, Grader, Loader, Excavator, Snow and Ice Removal Equipment to assist in diagnoses and testing.
- Ability to track, record and maintain accurate records.
- Ability to lift/handle heavy objects.
- Ability to operate small hand tools and equipment used in construction (i.e. plate tampers, concrete saws, generators, chainsaws, etc) to assist in diagnosing and testing.
- Ability to operate lawn and property maintenance tools (i.e. riding lawn mowers, push mowers, trimmers, pumps, etc) to assist in diagnosing and testing.
- Ability to operate tools and equipment requiring repetitive motion and exposure to vibrations.
- Ability to operate tools and equipment requiring a high degree of manual dexterity.
- Ability to properly maintain and service municipal fleet.
- Ability to operate diagnostic equipment and tools.
- Ability to prioritize workload.
- Demonstrate good judgement by working without supervision once the task has been outlined by supervisor, notifying supervisor of operational problems or issues, as necessary, ensuring that work activity is carried out in accordance with the standards maintained and approved by the Municipality.
- Strong interpersonal skills to communicate effectively with Supervisors and co-workers.

Working Conditions:

- Work outdoors on a regular basis.
- Occasionally exposed to inclement weather and potentially hazardous working environments.
- Work in confined and tight spaces to access parts and sections of equipment requiring maintenance.
- May be required to work overtime and unusual work hours to handle a variety of emergencies.
- Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity.
- Work with Hazardous Materials.
- Work with Bio-Hazardous Materials (i.e.: Sewer Flusher).

Impact of Errors:

- Errors could endanger personal or public health and safety, create poor public relations, loss of professional credibility.
- Errors could cause damage to public infrastructure or equipment causing disruptions in service and inconvenience to the public.

Acknowledgement

Employee Signature:

Date:
