

Foreman / Diesel Mechanic Operations Services

POSITION PERIOD

Full Time, Permanent (40h)

JOB SUMMARY

Under the supervision of the Roads and Water & Sewer Distribution Coordinator, the Forman – Mechanic plans, monitors, and inspects alle activities related to the maintenance and repair of the municipal vehicle fleet.

ROLE AND RESPONSABILITIES

- Supervise the work of employees under their responsibility, including subcontractors.
- Participate in the implementation of safety rules, guides, and work procedures for the municipality, and ensure they are respected and applied.
- Comply with and ensure that all personnel under their responsibility comply with applicable regulations and the Occupational Health and Safety Act.
- Responsible for the maintenance and repair of all heavy and light machinery.
- Supervise operators in the basic maintenance of their respective vehicles.
- Responsible for tools and parts.
- Responsible for keeping the garage clean.
- Responsible for maintaining a log of all repairs and maintenance performed on each piece of equipment.
- Report to their supervisor any difficult situation encountered with personnel under their supervision.
- Coordinate the activities of their sector with those of other sectors within Public Works and/or other municipal departments.
- Perform any other related duties assigned by the supervisor based on their skills, qualifications, and abilities.

Diagnostics and Repair

- Diagnose mechanical, electrical, and electronic problems on vehicles or equipment.
- Perform repairs on engines, transmission systems, brakes, suspensions, air conditioning systems, heavy equipment, or other industrial machinery.
- Replace or repair defective parts using appropriate tools.
- Conduct performance tests after each repair to ensure proper equipment operation.

Preventive Maintenance

- Conduct regular inspections and preventive maintenance to reduce breakdown risks and extend the lifespan of vehicles or equipment.
- Check oil levels, fluids, filters, belts, and exhaust systems to ensure they are functioning properly.
- Perform oil changes, engine tune-ups, and periodic inspections on vehicles and machinery.

Safety Procedures

- Apply all safety standards and recommended practices related to mechanics.
- Maintain a clean and safe work environment, follow safety instructions, and wear appropriate personal protective equipment.

Management of Spare Parts and Equipment

- Identify necessary parts for repairs or maintenance of vehicles and equipment.
- Keep inventory records up to date and ensure that tools and equipment are properly maintained and in good condition.

REQUIREMENTS AND QUALIFICATIONS

- Certifications: Red Seal certification in heavy equipment mechanics.
 - Holds a valid certification for diesel and gasoline engines.
 - Five (5) years of experience as a diesel engine mechanic.
 - Supervisory experience will be considered an asset.
 - Ability to speak and write in both official languages (French and English).
 - Ability to use a computer, Microsoft Office Suite, and comfortable operating internal software.
 - Ability to complete various reports clearly and concisely.
 - Strong attention to practical and technical details.
 - Ability to work under pressure and meet tight deadlines.
- Ability to prioritize and delegate multiple projects.

Caution: The above statements reflect the characteristic elements of the identified job and are intended to describe the general nature and level of work performed and should not be construed as an exhaustive enumeration of all inherent occupational responsibilities, duties, abilities, and requirements. All staff members may, from time to time, be required to perform tasks outside the scope of their normal responsibilities, as required.