



**District of Taylor  
Employment Opportunity**

**Fleet Mechanic  
(Full-Time Position)**

Taylor is a small community located in the Peace River region, south of Fort St John. Abundant recreational opportunities abound within District facilities and in natural settings of the surrounding area. A paramount benefit package supports Council's philosophy of "Safety, Family, Work."

Reporting to the Director of Operations, the Fleet Mechanic is responsible for full District of Taylor fleet maintenance, by scheduling, tracking, and performing regular maintenance and general repairs on District fleet vehicles. The Fleet Mechanic also manages maintenance and replacement schedules, tracks the fleet maintenance budget and is responsible for the parts inventory.

The successful applicant will have:

- Working knowledge of planning, scheduling, and supervising the completion and follow-up of maintenance work projects
- Knowledge of WorkSafeBC requirements, WHMIS principles, and other safety standards related to fleet management activities
- Strong skillsets in written and verbal communication, organization, record keeping, prioritization and work management strategies, and conflict resolution
- Working knowledge of the budget process and cost management strategies
- The ability to establish and maintain effective working relationships with all internal and external stakeholders

The successful applicant should also have:

- Red Seal Certification in mechanics or related field (Automotive, Heavy-Duty Equipment, Millwright)
- Class 5 BC License with Air Brake Endorsement (Class 3 with Air Brake Endorsement would be considered an asset)
- Clear Driving Abstract and Criminal Record check
- Occupational First Aid Level 1
- 1 – 2 years relative experience in maintaining equipment (oil and gas, farm operations, heavy equipment)

On call coverage may be required to deal with fleet issues or emergencies outside of normal business hours, particularly during peak seasonal activities in fleet-dependent departments. A physical fitness exam is a hiring requirement for this position to confirm physical ability to complete labour intensive tasks. For the complete job description and more information about Taylor, BC please visit [www.districtoftaylor.com](http://www.districtoftaylor.com).

The position is full time at 40 hours per week from 8:00 a.m. – 5:00 p.m., Monday to Friday. The compensation range is \$30.77 - \$41.54 per hour and is supplemented with an exceptional benefit package. Compensation will be based on a combination of the successful applicant's education and experience.

With your resume, please provide your references, current driver's abstract, copies of all first aid training certificates, and a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until the position is filled or until the closing date of , **Friday, January 10<sup>th</sup>, 2025 at 4:30 p.m. local time**

Please address your application to:

Mike Whalley  
Interim Deputy Corporate Officer  
Box 300  
Taylor, BC V0C 2K0

Email: [recruitment@districtoftaylor.com](mailto:recruitment@districtoftaylor.com)

Fax: (250) 789-3543

*While the District appreciates all applicants, only those short-listed will be contacted.*



## DISTRICT OF TAYLOR

### Fleet Mechanic

### Job Description

**Title:** Fleet Mechanic

**Date:** July 22, 2022

**Department:** Operations

**Job Category:** Trades/Technical

**Reports To:** Director, Operations

**Position Number:**

**Interacts With:** District employees, Department colleagues, Public

**Grade Assignment:** 8

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#### **General Summary:**

The Fleet Mechanic is responsible for full DOT fleet maintenance, by scheduling, tracking and performing regular maintenance and general repairs on District fleet vehicles. The Fleet Mechanic also manages maintenance and replacement schedules, tracks the fleet maintenance budget and is responsible for the parts inventory.

#### **Primary Duties and Responsibilities:**

##### **General:**

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

##### **Safety:**

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Responsible for the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use and reporting major defects

##### **Fleet Management:**

- Responsible for the accurate record keeping and scheduling of fleet maintenance and ensures fleet servicing and repairs are performed properly and on-time
- Completes equipment maintenance and service, including reel and blade sharpening to ensure the quality of the cut of all mowers
- Performs small engine repair as required

- Able to operate a variety of light and heavy equipment e.g. - packers, cut-off saws, chain saws, steaming equipment, service van, backhoe, grader, vac truck, snow plow truck, mobile sweeper, and municipal tractor.
- Manages the parts inventory and orders replacement materials as required
- Records and tracks fleet expenditures and ensures department is operating within budget
- Ensures the organization, security and cleanliness of the maintenance buildings, equipment, inventory and other assets

### **Requirements and Qualifications:**

#### **Education and Experience:**

- Red Seal Certification in mechanics or related field (Automotive, Heavy Duty Equipment, Millwright)
- 1 – 2 years relative experience maintaining equipment – oil and gas, farm operations, heavy equipment

#### **Knowledge, Skills, and Abilities:**

- Working knowledge of planning, scheduling, and supervising the completion and follow-up of maintenance work projects
- Good knowledge of WorkSafeBC requirements, WHMIS principles, and other safety standards related to fleet management activities
- Well developed verbal and written communication skills
- Excellent organizational and record keeping skills
- Working knowledge of the budget process and cost management strategies
- Effective prioritization and work management strategies
- Ability to establish and maintain effective working relationships with employees, contractors, vendors, the general public and various other external contacts as required
- Self-motivated, ability to work with limited supervision and direction
- Well developed interpersonal and conflict resolution skills with the ability to de-escalate conflict situations as they arise
- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders
- Good computer skills with experience in MS Office products (Word, Excel, Outlook)

#### **Other Requirements:**

- Valid Class 5 BC Driver's License with Air Brake Endorsement (Class 3 with Air Brake Endorsement would be considered an asset)
- Occupational First Aid Level 1
- Clear Criminal Record check
- Legally entitled to work in Canada
- The completion of a physical exam is requested to confirm physical ability to complete labour intensive tasks

#### **Working Conditions (environmental conditions, physical demands, travel, etc.):**

- Performs physical labour and must have sufficient physical strength, stamina and coordination to permit the performance of heavy manual indoor and outdoor work in all weather conditions
- May be required to act in an "on-call" capacity to deal with fleet issues/emergencies outside of normal business hours, particularly during peak seasonal activities in fleet dependent departments (golf course, Peace Island Park)

- Travel may be required to participate in related and assigned courses, seminars, and workshops
- Able to perform labour activities outdoors in a variety of weather conditions

**Disclaimer:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

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**Approval:**

<u>Ryan Nelson, Director of Operations</u> Name/Title	<u>[Signature]</u> Signature	<u>July 25, 2022</u> Date
<u>[Signature] Sandra Green</u> Name/Title	<u>[Signature]</u> Signature	<u>July 29, 2022</u> Date

Chief Administrative Officer