



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Maintenance Mechanic
Status:	Regular Full Time
Work Area:	Public Works
Posting Date:	January 23, 2025
Closing Date:	Open until filled

GENERAL SUMMARY

Under the general supervision and direction of the Fleet Supervisor, the Maintenance Mechanic maintains all municipal vehicles, heavy equipment, stationary diesels and small equipment.

MAIN DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team and community by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Assists with scheduling and carries out regular service and repairs on municipal mobile equipment, stationary diesels and small equipment in accordance with Federal and Provincial regulations.
- Directs and instructs mechanics helpers, truck drivers and equipment operators by assigning and checking tasks associated with the maintenance of municipal mobile equipment.
- Assists with coordination of contract services for maintenance of all municipal mobile equipment, stationary diesels and small equipment.
- Assists with determination of specifications of new equipment.
- Fabricates and repairs mechanical equipment and devices as assigned.
- Provides technical advice to supervisors and managers relating to mobile and small equipment.
- Assists with maintaining an inventory of parts by checking stock and ordering replacement material.
- Assists with maintaining all service records and servicing schedules for the equipment preventative maintenance program.
- Maintains the Public Works fleet maintenance area in a clean and safe condition.
- Completes maintenance record forms and servicing sheets.
- Performs the duties of the Fleet Supervisor in regards to fleet maintenance in the absence of the Fleet Supervisor.
- Utilizes vehicle maintenance software (RTA) for tracking and reporting purposes.
- Works in compliance with all District of Squamish safety policies, procedures and WorkSafe BC regulations.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of small equipment, automotive and heavy equipment maintenance.
- Basic knowledge of record keeping.
- Familiarity with municipal policies and procedures.
- Ability to work safely and in compliance with the District of Squamish Health and Safety Policy, WorkSafe BC and WHMIS Guidelines.
- Practices, participates, and ensures adherence to established safety policies, safe work procedures, regulatory compliance, training and reporting.
- Good organizational skills.
- Ability to weld using gas or electric equipment.
- Ability to perform multiple duties simultaneously with deadlines.
- Ability to read, understand and interpret maintenance manuals and schematics.
- Ability to supervise other staff.
- Ability to follow oral and written instructions and procedures.
- Ability to prepare written reports.
- Familiarity with, and ability to operate vehicle maintenance management system software.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Grade 12 or equivalent.
- Possession of a valid B.C. Class 3 Driver's License with air endorsement.



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- Qualified Journeyman Mechanic- Automotive, Heavy Duty Truck Technician or Commercial Transport.
 - Possession of a Motor Vehicle Inspector's Certificate.
 - Experience with Vehicle Maintenance Management Systems.
 - WHMIS
- AND**
- 5 years' experience as a Mechanic.
- OR**
- An equivalent combination of education and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 40 hours weekly. Current shifts (subject to change) range between the hours of 7:00 a.m. to 3:30 p.m., Monday to Friday.

Salary: \$45.12 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #25-10** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.