



Foreman – Diesel Mechanic

Public Works Department

Period of employment

Full-time, permanent

Job Summary

Under the responsibility of the Director of Public Works, the foreman plans, monitors and inspects all activities related to the servicing, repair and maintenance of the municipal vehicle fleet.

Qualifications

- Education:**
- Holds a valid license for diesel and gasoline engines
- Experience:**
- Five (5) years of experience as a Diesel engine mechanic
 - Supervisory experience will be considered an asset
- Competencies:**
- Interpersonal relationships
 - Results-oriented
 - Time management
 - Teamwork
- Knowledge/Skills:**
- Able to speak and write in both official languages (French and English)
 - Able to complete various reports in a clear and concise manner
 - Attentive to practical and technical details
 - Able to work under pressure and tight time-constraints
 - Able to prioritize and delegate multiple projects
- Working conditions and environment:**
- Permanent full-time position (40 hours per week)

Tasks and responsibilities

- Supervises the work of employees under his responsibility including subcontractors.
- Collaborates in the implementation of safety rules, guides and work procedures for the municipality, respects and enforces them.
- Complies with and ensures that all personnel under its responsibility comply with the regulations and the Occupational Health and Safety Act.
- Responsible for the maintenance and repair of any heavy or light machinery.
- Supervises operators in the basic maintenance of their respective vehicles.
- Responsible for parts or tools.
- Responsible for keeping the garage clean.
- Responsible for keeping a record of each repair/maintenance for each piece of equipment.
- Reports to his supervisor any cases or difficult situations incurred with the staff under his supervision.
- Coordinates the activities of their sector with those of the other sectors of the public works department and/or other departments of the municipality.
- Performs any other duties of a similar nature as requested by their supervisor according to their skills, qualifications and abilities.

Salary

- \$29.27-\$29.84 per hour

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.