



### **Mechanic Sub-Foreman**

The City of Duncan invites applications from candidates with proven skills, qualifications, and abilities for the regular full-time position of Mechanic Sub-Foreman. Reporting to the Operations Manager, the successful candidate will perform a broad range of journey-level trade duties in the maintenance and repair of all equipment in the Public Works Department.

#### **Required Skills, Qualifications, and Abilities:**

1. Completion of Grade 12 or equivalent (G.E.D.).
2. Possession and maintenance of a valid Class 5 B.C. Driver's Licence; a satisfactory current driver's abstract will be required.
3. Must have Air Brakes Endorsement.
4. Class 1 or 3 Driver's Licence would be an asset.
5. Trades Qualification Certificate, Certificate of Apprenticeship in heavy-duty mechanics.
6. A minimum of 5 years of related experience *excluding* apprenticeship.
7. Ability to plan, organize, and perform maintenance and repairs on gas and diesel vehicles.
8. Ability to use on-line manuals and consult with dealerships for warranty and repair information.
9. Ability to diagnose mechanical problems, remove units/parts, inspect for wear or damage, and make adjustments to ensure serviceability or replace parts.
10. Ensure maintenance work and repairs are carried out in accordance with standard practices.
11. Ability to weld and fabricate is an asset.
12. Perform a variety of repair and maintenance tasks to equipment in the field.
13. Ability to work alone and in a team environment.
14. Must have sufficient health, physical conditioning, strength, and coordination to permit performance of work in all types of weather.
15. Successful candidate will be responsible for provision of basic hand tools.

The ideal candidate is organized, takes direction well, and is keen to deliver a high standard of maintenance and repair services to our broad fleet of equipment.

Preference will be given to candidates with a wide range of mechanical experience and associated skills performing all duties required to work in a fleet maintenance environment.

The regular hours of work for this position is 37.5 hours per week from Monday to Friday 7:30 am to 3:30 pm, although there may be times when the successful candidate is required to work outside of that schedule as per the Collective Agreement.

This is a CUPE Union position with a 2024 hourly rate of \$40.70.

The above statements are general descriptions of the principal functions of the job identified and shall not be considered as detailed descriptions of all the work requirements that may be inherent in the job.

Please submit your application to the attention of Human Resources at City Hall, 200 Craig Street, Duncan, BC, V9L 1W3 or by email to [hr@duncan.ca](mailto:hr@duncan.ca) (PDF is the preferred format). **This is an open-until-filled position.**

**To be considered for this position, please include the following information with your application:**

- cover letter (include date available).
- résumé detailing relevant work experience and education, including three work-related references.
- a current driver's abstract (available free from ICBC: call 1-800-663-3051 or go to [www.icbc.com](http://www.icbc.com))

The City of Duncan is committed to being an accessible employer and to the principles of diversity, equity, and inclusion. We aim to remove barriers in the workplace and work with our employees to provide reasonable accommodation where required. If you require accommodation in applying for a posted position, please contact Human Resources at 250-746-6126 or [hr@duncan.ca](mailto:hr@duncan.ca).

*We thank all applicants, but only those being considered for interviews will be contacted.*