

The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Streets Department.

PERMANENT FULL TIME
CERTIFIED MECHANIC
(1 Position)
Internal/External Competition #2025-15

Department:	Infrastructure Services; Streets Department
Duties & Required Qualifications:	See attached Job Description
Rate of Pay:	\$43.03/hour (Band 15 - \$40.53/hour plus \$2.50/hour for certifications re LOU): Motor Vehicle Inspection Certification - \$2.00/hour Designated Inspection Facility Administrator License - \$0.50/hour
Hours of Work:	40 hours per week
Conditions of Employment:	Automatic wage deposit Applicant must provide proof of legal eligibility to work in Canada
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Streets Supervisor

This job posting will remain open until 4:00 PM on May 30, 2025.

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD or PDF** format:

Trish McConnell, Manager of Human Resources
City Hall, 410 Esplanade
Ladysmith, BC V9G 1A2
Email: careers@ladysmith.ca ; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."

The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.



TITLE: CERTIFIED MECHANIC
DEPARTMENT: PUBLIC WORKS
DIVISION: INFRASTRUCTURE SERVICES
CATEGORY: UNION CUPE LOCAL 401
BAND: 15

GENERAL ACCOUNTABILITY

Reporting to the Streets Supervisor, the Certified Mechanic is responsible for carrying out all journeyman functions in the mechanical field with a high degree of proficiency. In addition, the Certified Mechanic is responsible for the maintenance and day-to-day operation of the Public Works repair facility and all records pertaining to Public Works equipment and machinery.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Maintains and repairs all Town mechanical equipment inclusive of repair and replacement cost estimation, disassembly and assembly of vehicles and equipment for the repair or replacement of broken or worn components.
- Performs oxy-acetylene welding, cutting and arc welding.
- Inspects all Town vehicles and equipment as per the Commercial Vehicle Inspection Program and completes required reports, written and electronic.
- Diagnoses and troubleshoots mechanical problems of vehicles and equipment for repairs and compiling of orders.
- Replaces or overhauls components according to manufacturer's specifications or Town procedures.
- Inspects repairs completed by outside shops.
- Creates work orders and documents work performed in both log books and electronic programs.
- May be required to indirectly supervise junior employees in related duties or routine tasks.
- Maintains, repairs, and secures shop facility tools and light industrial equipment.
- Responsible to document various goods and materials upon removal from inventory to ensure current supply levels are reflected accurately.
- Required to procure and purchase goods and materials associated with mechanics and public works.
- Operates all public works vehicles and equipment with a reasonable degree of proficiency as required.
- Adhere to safety policies and regulations as established by WorkSafe BC, the Occupational Health and Safety committee, the Town of Ladysmith and regional and municipal statutes.
- Assists in the development of safety protocols and efficient work practices.
- Maintains courteous and professional interactions with the public, user groups and Town employees.
- Attends professional development training as directed.
- Other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Minimum Grade 12 education.
2. Valid B.C. certificate of qualifications in heavy duty mechanics and automotive service technician
3. Valid Commercial Vehicle Safety Inspector Certificate for all aspects of the mechanical trade and a minimum of five (5) years' recent and relevant experience as a journeyman mechanic in all aspects of the mechanical trade inclusive of a minimum two (2) years' welding experience. An equivalent combination of education and experience may be considered.
4. Completion of Commercial Vehicle Inspection Facility Operator's Course.
5. Valid BC driver's license – class 3 with air brake endorsement.

6. Experience as an equipment operator, ability to fabricate and weld both metal and aluminum and air conditioning certification and experience is desired.
7. Valid level 1 First Aid and workplace hazardous materials information systems (WHMIS) certification.
8. Demonstrated proficiency in the safe operation of light to heavy weight motorized vehicles and equipment, construction equipment and various infrastructure services tools and light industrial equipment including but limited to:
 - Forklift
 - All vehicles and machinery for maintenance and repair purposes.
9. Required to supply all hand tools up to one and one eighth (1 1/8) inches.
10. Demonstrated ability to interpret parts manuals and drawings.
11. Novice level proficiency in the use of Microsoft Office (i.e. Word, Excel, Outlook), computer applications and fleet maintenance software.
12. Demonstrated ability to fulfill assigned duties in all weather conditions.
13. Demonstrated ability to carry out assigned tasks and duties with a minimum of direction and supervision.
14. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
15. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
16. Demonstrated ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.
17. Demonstrates valuing diversity.