



Employment Opportunity

Position:	Mechanic Full-time Permanent
Department:	Operations & Facilities Division
Hours of Work:	40 hour workweek
Location:	Public Works building – Fifth St, Fort Frances
Wage Rate:	\$34.77 /hour (effective January 1, 2026)
Commencing:	As soon as possible
Posting Date:	December 16, 2025
Deadline:	Open Until Filled
Job Description:	Enclosed

Please submit your application through our website at:

<https://www.fortfrances.ca/town/human-resources/employment-opportunities>

Your application must include a completed application form, a cover letter, and a resume. Ensure that all uploaded files are clearly labeled with your name.

For more information, please contact Cody Vangel, Transportation Superintendent at 807-274-9893 x 1312.



POSITION DESCRIPTION

POSITION TITLE:	Mechanic
GENERAL SUPERVISOR:	Transportation Superintendent
EMPLOYEE GROUP:	CUPE Local 65
PREPARED BY:	Human Resources

POSITION SUMMARY:

The incumbent is responsible for the repair and preventative maintenance of all types of equipment & vehicles including but not limited to the following: loaders, graders, backhoes, tandem and single axle trucks, tractors, riding lawnmowers, whipper snippers, push lawnmowers, chain saws and a variety of other equipment and vehicles within the Town of Fort Frances organization.

DIRECTION RECEIVED:

The incumbent works within established rules, practices, and procedures. The incumbent will take direction from the Transportation Superintendent and / or the Head Mechanic and / or the Parks Working Foreman as is season dependent.

DIRECTION OF OTHERS:

The Mechanic is without direct supervisory responsibilities. Task direction is provided to persons training for this position (Apprenticeship).

GENERAL RESPONSIBILITIES

- The incumbent must provide all the required tools for his own use to carry out duties required. The Town will supply only specialty tools and large wrenches and sockets for special work.
- The incumbent will be required to weld when necessary.

- Responsible for the repair and preventative maintenance of all types of equipment & vehicles including but not limited to the following: loaders, graders, backhoes, tandem and single axle trucks, tractors, riding lawnmowers, whipper snippers, push lawnmowers, chain saws and a variety of other equipment and vehicles within the Town of Fort Frances organization.
- Perform circle check inspections prior to regular working hours (7:30 am to 4:00 pm) on a rotational basis on all equipment and vehicles utilized by the Public Works and Parks Departments of the Operations & Facilities Division.
- Maintain, coordinate, and organize stores for Parks mechanical operations.
- May be required to provide input on procurement of new vehicles and equipment.
- Conduct M.T.O. required annual safety inspections for Parks.

EDUCATION AND QUALIFICATIONS:

- Grade 12 Diploma (or General Education Diploma–G.E.D.) or a combination of relevant education and work experience.
- 3 - 5 years work experience
- Current certificate of qualification, under the Trades Qualification and Apprenticeship Act as an Automotive Technician and / or Truck and Coach Technician.
- Must be willing to undertake Apprenticeship training for a Heavy-Duty Equipment Mechanic.
- Valid class “G” driver licence in good standing
- Successful completion of a criminal background check

EFFORT:

Work demands concentration for a moderate period of time. Interruptions are occasional for short periods to deal with other equipment & vehicle breakdowns. Major physical demands relate to muscular exertions are required occasionally for short periods of time while lifting or moving equipment and parts. Muscular strain is required on a daily basis over short to moderate periods of time when standing, walking, or kneeling to perform equipment repairs and / maintenance.

WORKING CONDITIONS:

The incumbent is required to work a 40-hour work week as per Mechanic Schedule in the Collective Agreement. The incumbent spends the majority of the working day indoors unless equipment breaks down on the job site and then incumbent is required to work outdoors.

Exposure to work related hazards is frequent for short periods of time.

Conditions of Employment

Employment is conditional upon a satisfactory Criminal Background Check.