



CAREER OPPORTUNITY

MECHANIC & BYLAW/SAFETY OFFICER

CONTACT

Donna Rowland
donna@townofcastor.ca

REQUIREMENTS

High school diploma or GED

Journeyman mechanic certificate

Substantial mechanical experience servicing and repairing a variety of light and medium-heavy duty equipment

Computer proficiency (including Microsoft Office and Adobe)

Strong time management, organizational and problem-solving skills

Effective written and verbal communication skills with the ability to train and motivate staff on health and safety practices

Work independently and in a team environment

Valid Class 5 driver's licence and satisfactory driving record

Commercial vehicle inspection certificate is an asset

The Town of Castor is recruiting a permanent, full-time Mechanic/Bylaw/Safety Officer.

Under the general supervision of the Public Works Director and CAO, or their designate, the Mechanic/Officer will perform maintenance, service and repair work on municipal vehicles and equipment, enforce municipal bylaws, and deliver the Town's health and safety program.

KEY RESPONSIBILITIES

- Apply standard knowledge, skills and practices in diagnosing breakdowns and perform maintenance, service and repair work on all types of vehicles and light to heavy duty equipment
- Enforcement of municipal bylaws and public education
- Investigating municipal bylaw complaints and offences, and submitting reports, files, letters, and legal documents
- Understanding of Occupational Health and Safety regulations and legislation, including roles and responsibilities, hazard assessment, and mitigation
- Create, review and update safety related documentation
- Deliver safety training
- Follow all safety regulations, workplace policies, and environmental compliance requirements
- Maintain a positive and productive relationship with other Town employees based on trust, commitment, and open communication

Compensation: The Town of Castor offers a competitive salary, benefits package, and participates in the Local Authorities Pension Plan (LAPP).

Hours of Work:

- Summer: 7:00 am – 4:00 pm
- Winter: 8:00 am – 5:00 pm

Qualified candidates are requested to submit a cover letter, detailed resume outlining their experience, and current drivers abstract. The Town of Castor thanks all applicants for their interest; however, only those selected for further consideration will be contacted.

Applications may be returned electronically to Donna Rowland, CAO at donna@townofcastor.ca

The position will remain open until filled.