

Job Posting

Position: **Lead Hand**

Location: **153 Monck St, Bancroft, ON**

We are currently seeking a Full-Time Lead Hand for our Bancroft branch. We remain true to our core values that the root of our success lies with our people. This position is well suited for a very organized, customer-focused, hands on individual who excels in a fast-paced environment. Being able to support our drivers and customers and having the ability to professionally manage a fast-paced work environment with changing priorities is the key to success in this position.

Reporting to the Branch Manager and working in conjunction with the Regional Maintenance Manager, the Lead Hand is responsible for executing all customary preventative and scheduled maintenance functions associated with and/or required on the company fleet. This will include maintaining records as required for purpose of costing, inventory control, scheduling and tracking of equipment.

RESPONSIBILITIES:

- To organize, maintain and lead maintenance schedules, compliance and adherence to company policies.
- Guide the Technicians/Mechanics in day to day operations including personnel issues, inventory levels, parts ordering and scheduling of maintenance work.
- Perform scheduled and emergency maintenance to fleet in accordance with established practices.
- Perform brake, safety & emissions inspections in accordance with Ministry and company standards.
- Perform emergency road breakdown repairs. Provide trouble shooting advice to vehicle operators.
- Perform inspections and repairs to wheelchair or other ramps, hoisting or lifting devices.
- Ensure safety equipment associated with devices and restraints are in good working order.
- Perform repairs and assist in the maintenance of buildings and property.
- Maintain records of maintenance performed, parts and supplies used.
- Ensure vehicle operators have access to necessary supplies such as fuel, oil and other fluids.
- Assist in inclement weather in ensuring fleet starts and is in proper condition to meet service hours.
- Maintain and enforce a clean and safe workplace.



- Ensure chemicals are stored in accordance with WHMIS requirements and procedures.
- Ensure and maintain a clean and safe workplace with adherence to all environmental and occupational safety and health requirements. Maintain adequate security precautions for facility, fleet, tools and equipment under their care.
- Oversee the vehicle maintenance system so as to ensure the efficiency of processing work orders/information required.

QUALIFICATIONS

- Truck and Transport mechanics license (Class 310T) and experience with gasoline and diesel engines is required. Having both a Truck and Transport and Automobile license (Class 310T & 310S) would be an asset.
- Must hold a valid automobile drivers license (class "G" in Ontario).
- Must be able to properly complete electronic work orders and communicate with management, dispatch and drivers.
- Must have strong communication/organizational skills.
- Basic computer skills are required and capability of using OEM diagnostic software and tools.
- Good knowledge of geographic location.
- Ability to organize and prioritize is integral to this position along with time management and the necessary follow-up required to ensure task completion.

Pay: $42.20 per hour

TO APPLY: Please email your resume to lisa.hayward@switzer-carty.com