



EMPLOYMENT OPPORTUNITY: **RED SEAL MECHANIC - Full Time**

The Hamlet of Kinngait under the Direction of the Senior Administrative Officer is interested in hiring a **RED SEAL MECHANIC**.

The Hamlet requires the service of a full time Red Seal Mechanic with a strong background in repairing and maintaining a municipal fleet of vehicles including heavy equipment, large vehicles and passenger vehicles.

Responsibilities:

- Reporting to the Director of Municipal Works the Red Seal Mechanic is responsible for:
- To carry out direct maintenance and repairs on all municipal controlled vehicles and equipment.
- Instruct staff and apprentices.
- To carry out scheduled preventative maintenance and repairs.
- Conduct regular inspections of vehicles / equipment to identify any repairs required.
- Complete work in accordance with work orders, plans and standards.
- Assist in preparation and overseeing of repair projects, tenders and annual sealift orders.
- Ensure request for shipments of materials and supplies are processed properly.
- Ensure materials and supplies received are in accordance to what purchase order states.
- Maintain accurate records are kept in relation to maintenance, repairs and inventory in a computerized asset management (MMOS System).
- Must be able to meet deadlines and maintain safety standards.
- Must be able to work overtime when required.

Knowledge:

- 5 or more years' experience as a mechanic would be an asset.
- Should possess knowledge of purchasing procedures and inventory management and controls.
- Knowledge of MMOS and Asset Management is considered an asset.

- Able to speak Inuktitut is considered an asset.

Skills:

- Welding and Body work experience.
- Good analytical skills.
- Supervisory Skills.
- Able to work in a cross-cultural environment.
- Able to deal with other staff and public in a professional courteous manner.
- Must be reliable.
- Must be self-motivated.
- Must be able to work independently.
- Must be able to accept a high level of responsibility.
- Must be able to manage a heavy workload schedule.

Education:

- Must have a valid Red Seal Certificate in heavy equipment with automotive mechanic qualifications would be beneficial.
- Air Brakes Certification.
- Class 5 Driver's license, equivalent or better
- The Hamlet of Kinngait offers a comprehensive compensation package including a settlement allowance. Salary will be commensurate with experience. Plus, Settlement Allowance, Vacation Travel Allowance, and Pension Plan, Health and Dental and Life Insurance benefits.
- The successful candidate will be required to consent to a detailed background check.
- If interested, please complete, and return an application to the Hamlet Office and / or a letter of application and resume will also be accepted.

Please hand deliver to the Hamlet Office and/or

E-mail to

muncdsao@capedorset.ca or

Fax: 1-867-897-8030

The closing date for applications is 5:00 P.M. February 20, 2023

**Senior Administration Officer,
Hamlet of Kinngait**