



Equipment Maintenance Technician

Tay Township - Employment Opportunity

Full-Time, Contract Position (On-Site)

The Township of Tay, located on the vibrant, sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of collaboration and progression to join #TeamTay as an **Equipment Maintenance Technician** for a **one-year contract opportunity**. The ideal candidate is adaptable, forward-thinking, and committed to making a positive impact both within the organization and across the community.

Reporting to the Supervisor of Operational Services, the Equipment Maintenance Technician provides support to the Township's Operational Services department and Fire and Emergency Services division by assisting with routine maintenance, minor repairs, cleaning, organization, and logistical tasks related to vehicles, equipment, and facilities. Working closely with the Township's licensed Mechanic and other staff, this position ensures that equipment and apparatus are clean, well-prepared, and operational, while focusing on extending the life of Township assets through preventive care, timely assistance, and shop support.

The Equipment Maintenance Technician does not perform advanced diagnostics, major mechanical repairs, or complex rebuilds, but instead contributes through preparatory work, transportation, and general maintenance duties that complement the specialized work of the licensed Mechanic, enabling the Mechanic to focus on complex repair and maintenance needs and supporting overall operational readiness for community services and emergency response.

Key Qualifications

- OSSD (Ontario Secondary School Diploma) or equivalent is required.
- Class 'DZ' Driver's Licence in good standing is required. Class 'AZ' or 'AR' Driver's Licence in good standing is considered an asset. These licences are necessary for transporting equipment and vehicles.
- Three (3) years of related, progressive work experience related to the maintenance, repair, and transportation of equipment, preferably in municipal operational and/or fire and emergency services environment, or equivalent; Experience with troubleshooting and small equipment repair.
- Knowledge of small and heavy equipment acquired through practical experience and hydraulic components, including operation, troubleshooting and repair procedures.

- Ability to exercise attention to detail and auditory, mental, and visual concentration and alertness to ensure the safety of others; ability to work independently in a safe, effective, and efficient manner; ability to safely operate varying pieces of equipment and tools.

The compensation range for this Full-Time, Contract position is \$28.17 to \$32.96 per hour with a 40-hour regular workweek.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Why Join #TeamTay?

- Competitive Compensation
- OMERS Pension - Option
- Collaborative and Welcoming Environment
- Live and Work on Georgian Bay
- Learning and Development Opportunities
- Staff Celebrations and Events



Interested applicants are encouraged to do the following:

1. Reference the complete position description, including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit a **(1) Cover Letter** and **(2) Resume** via email by **4:00 p.m. (EST), Tuesday, November 18, 2025**, to the attention of Human Resources (HR@Tay.ca).

Application Notes:

- Please reference **2025-019** within the email subject line.
- Please indicate how you heard about this opportunity within your application.

Click Here to Apply Now!

We appreciate the interest of all applicants; however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. Applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need. Posted: 2025-10-28



POSITION DESCRIPTION TAY TOWNSHIP

Position Title: Equipment Maintenance Technician	
Position Classification: Operations Staff	Pay Band: 3
Department/Division: Operational Services/Roads and Fleet Services	Reports to (Directly): Supervisor of Operational Services
Direct Reports: None	Indirect Reports: None
Revision Date (s): October 2025	Hours Per Week: 40

Position Summary:

Reporting to the Supervisor of Operational Services, or their designate, the Equipment Maintenance Technician provides support to the Township's Operational Services department and Fire and Emergency Services division by assisting with routine maintenance, minor repairs, cleaning, organization, and logistical tasks related to vehicles, equipment, and facilities. Working closely with the Township's licensed Mechanic and other staff, this position ensures that equipment and apparatus are clean, well-prepared, and operational, while focusing on extending the life of Township assets through preventive care, timely assistance, and shop support.

The Equipment Maintenance Technician does not perform advanced diagnostics, major mechanical repairs, or complex rebuilds, but instead contributes through preparatory work, transportation, and general maintenance duties that complement the specialized work of the licensed Mechanic, enabling the Mechanic to focus on complex repair and maintenance needs and supporting overall operational readiness for community services and emergency response.

Responsibilities:

1. Assists with routine maintenance and basic repairs on Township vehicles, tools, machinery, and specialized apparatus to help extend life spans and reduce downtime.
2. Supports preparatory work such as cleaning, organizing, and staging tools, equipment, and parts.
3. Performs minor repairs, adjustments, and non-structural tasks such as fluid

checks, tire changes, light replacements, lubrication, painting, small engine repairs and touch-ups.

4. Assists with equipment setup, loading/unloading, and transportation of vehicles and apparatus for Township operations, training, community events, and Fire and Emergency Services.
5. Provides support in maintaining facilities and shop areas, including light painting, lighting maintenance, organization, and other basic facility upkeep.
6. Assists with inspection and inventory of equipment, tools, and supplies, keeping accurate records and reporting issues or deficiencies to the Mechanic or Supervisor.
7. Performs non-structural welding and repairs related to routine maintenance of equipment and Township assets; Assists in the fabrication of various items as needed to support Township operations.
8. Conducts exterior and interior cleaning and detailing of Township equipment and vehicles on a regular, predetermined schedule.
9. Responds to requests for support with time-sensitive equipment needs, prioritizing urgent tasks that impact Township operations or emergency response.
10. Maintains a clean, organized, and safe shop and storage environment, ensuring tools and equipment are properly stored and maintained.
11. Supports logistical and operational needs for training exercises and activities.
12. Helps with the transport, handling, and safe storage of specialized Fire and Emergency Services equipment, including Self-Contained Breathing Apparatus (SCBA) cylinders and other emergency response tools.
13. Maintains accurate records of maintenance activities, repairs, and equipment inventory using the Township's work order system.
14. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
15. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
16. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
17. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- ❑ OSSD (Ontario Secondary School Diploma) or equivalent is required.
- ❑ Completion of post-secondary education from an accredited educational institution in Industrial Maintenance, Mechanical Technician, Facilities Maintenance, Automotive Service Technician, and/or Welding is considered an asset.
- ❑ Class 'DZ' Driver's Licence in good standing is required. Class 'AZ' or 'AR' Driver's Licence in good standing is considered an asset. These licences are necessary for transporting equipment and vehicles.
- ❑ May be required to develop specialized skills and complete applicable training pertaining to, but not limited to, equipment maintenance/operation, bucket truck operation, working at heights, pesticide application, playground inspections, and building and/or equipment operator functions.

Experience

- ❑ Three (3) years of related, progressive work experience related to the maintenance, repair, and transportation of equipment, preferably in municipal operational and/or fire and emergency services environment, or equivalent.
- ❑ Experience with and knowledge of non-structural welding, including oxy-acetylene welding and cutting is considered an asset.
- ❑ Experience with troubleshooting and small equipment repair.

Knowledge

- ❑ Knowledge of small and heavy equipment acquired through practical experience.
- ❑ Thorough knowledge of hydraulic components, including operation, troubleshooting and repair procedures.
- ❑ Knowledge of Occupational Health and Safety Act, workplace health and safety standards and safe working practices, and Technical Standards and Safety Act, O.Reg.217/01 Liquid Fuels.

Skills and Competencies

- ❑ Ability to exercise attention to detail and auditory, mental, and visual concentration and alertness to ensure the safety of others; ability to work independently in a safe, effective, and efficient manner; ability to safely operate varying pieces of equipment and tools.
- ❑ Ability to perform work safely at heights.
- ❑ Written and verbal communication skills, and technical skills.
- ❑ Ability to use a computer to utilize the work order system, complete individual timekeeping for payroll, and complete assigned health and safety training.

- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public, with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ Organized, flexible, and able to deal with multiple priorities; organizes own time as effectively as possible; ensures all activities and resources are used efficiently and effectively; adept ability to prioritize workload; adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.
- ❑ Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – 40 hours; position is subject to variable days and hours of work; attendance/response may be required in the event of emergencies or critical situation requiring an immediate response in accordance with Township policy.
- ❑ Performance of duties normally takes place in outdoor environments and within municipal facilities environments; required to occasionally attend conferences, events, meetings, and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- ❑ May be subject to inclement weather and extreme temperature variations during maintenance and construction activities; the working environment contains some risks or discomforts associated with working around the operation of heavy equipment which requires additional safety precautions; may be exposed to wet, cold and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals; appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemicals and/or equipment.
- ❑ Required to wear/use various personal protective equipment (PPE) as assigned including but not limited to: Canadian Standards Association (CSA) approved safety boots, cut-resistant pants/chaps, chemical resistant apron, gloves, fall arrest equipment, respirator, safety eyewear, eye goggles, face shield, face masks, hearing protection and hard hat. May be required to have limited facial hair to accommodate PPE.
- ❑ Maintenance of functional physical condition required to conduct inspections, traverse work sites/environments, perform activities in confined and limited

spaces, lift heavy objects, and use tools and equipment that require a high degree of manual dexterity.

- ❑ Position involves physical efforts for prolonged periods of driving/sitting, heavy lifting (up to 50lbs), pulling, pushing, climbing, reaching, operating maintenance equipment/tools, standing, walking, crouching, crawling, and working alone.
- ❑ Maintenance of functional physical condition is required to conduct inspections, traverse work sites/environments, lift heavy objects, and use tools and equipment that require a high degree of manual dexterity.
- ❑ Position involves attentive listening and both mental and visual concentration with close attention to detail, including reading, analyzing, writing, and providing information.
- ❑ Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- ❑ Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.
- ❑ Satisfactory Driver's Abstract.