



BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641
BONFIELD ON P0H 1E0 Fax: 705-776-1154
Website: <http://www.bonfieldtownship.com>

The Township of Bonfield is seeking applications for

Part-time Fleet Coordinator

Summary:

The Public Works Department is responsible for performing maintenance tasks and utilize heavy equipment to assist in the safe operation of municipal buildings and infrastructure. These include all municipally owned and operated buildings, water drainage systems, roads, sidewalks, parks, cemeteries and green areas. This position reports to the Public Works Manager. The posting is to fill the position on a temporary basis and maximum weekly hours are not guaranteed.

The position of Public Works Fleet Coordinator is responsible for:

- Assessing, assembling, repairing & overall maintenance of all township vehicles, equipment & tools including but not limited to trucks, heavy equipment, small motors & mechanical saws.
- Operate a variety of equipment including but not limited to trucks, plows, backhoes, excavators, various heavy equipment & hand tools.

Other requirements include but not limited to:

- Excellent problem-solving skills
- Knowledge of proper mechanical & vehicle maintenance
- Perform scheduled maintenance at required service intervals such as oil changes, lubrications, fluid fill ups & tune ups
- Ability to review work orders, order parts & discuss work with supervisor
- Ability to inspect, adjust, repair & replace required parts on various types of vehicles & equipment (including tires)
- Ability to diagnose faults & malfunctions with equipment & follow up with required repairs
- Complete reports to record problems, required parts & work performed
- Ability to weld various materials

Certifications & qualifications:

- OSSD
- Ontario Class "D" Driver's Licence with a "Z" endorsement in good standing
- Automotive Tire Service Certification, or willingness to obtain
- Truck & Coach Technician (310T) considered an asset
- Valid First Aid & CPR Certification

Small Community, Big Heart





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Compensation:

The Public Works Fleet Coordinator position hours will vary, with up to 20 hours a week at an hourly rate of \$28.14. These hours will consist of working weekdays, evenings & weekends.

Please submit a recent resume along with a cover letter by May 30, 2025 to:

Alex Hackenbrook
Public Works Manager
365 Highway 531
Bonfield ON P0H 1E0
pwmanager@bonfieldtownship.com

Thank you for your interest in working with the Township of Bonfield. Only those selected for an interview will be contacted. Should you require any accommodation please inform the Township prior to the interview. Any information collected through this process will be compliant with the Municipal Freedom of Information and Privacy Act.

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