



Internal/External Job Posting (Full Job Description)

Temporary Bargaining Unit Position

Maintenance – Motor Pool and Head Office Labourer

Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

Why work for us

Our team feels a connection to their work, to each other and to the community we serve. We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

Overview of the opportunity

The GRCA Motor Pool department requires an energetic, independent person to assist with maintenance of vehicles and equipment for various locations throughout the Grand River watershed. The position will also assist in some Head Office duties.

What you'll do:

General duties may include cleaning and detailing fleet vehicles, picking up parts, shuttling vehicles and equipment to various GRCA locations, minor maintenance to vehicles and equipment including adding air to tires and topping up washer fluid, general shop duties and support efficient vehicle and equipment maintenance.

You will also work as part of a team to maintain our Head Office building and grounds.

Education:

- High School Diploma

Experience

- Interest in working independently and in a team environment.
- General knowledge and experience with a work shop environment
- Operate hand tools, power tools, and equipment
- General knowledge of good equipment and tool maintenance and safe work practices

- Communicate effectively with colleagues
- Valid Ontario G or G2 Driver's licence and ability to drive throughout the watershed
- Trailer towing and load securement experience is an asset

Competencies and Abilities

Professional Judgement

Sound judgment and discretion in dealing with confidential information. Coordinating projects decisively and effectively striving for minimal cost and disruption to individuals and operations. Ensures good value for money in all work performed by or on behalf of the GRCA. Recognize when to escalate appropriate situations to the next higher level of expertise.

Integrity/Ethics

The willingness to hold oneself accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity and fairness when dealing with employees, consultants, contractors, stakeholders and other agencies. Maintains a calm and professional attitude in the face of change, stressful situations and challenges. A high level of personal and professional excellence including the ability to align personal and organizational values.

Goal/Action Oriented

Effective problem solving, collaboration, negotiation and facilitation skills. Seizes opportunities; takes initiative and is self-motivated. Maintains high level of productivity and self-direction

Team Work

Interacts with people respectfully and effectively as part of a team. Able and willing to share and receive information. Exceptional communications skills are required for working with internal teams to achieve mutually beneficial outcomes and to provide support to other programs within GRCA.

Customer Focus

Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with other staff, external stakeholders, consultants, contractors and other agencies. Works in close collaboration with internal stakeholders to keep them apprised of relevant information and significant issues in a timely fashion. Demonstrated ability to build ongoing working relationships and communicating with tact and diplomacy.

Compensation

- Pay range starting at \$18.06 to \$22.59 per hour/35 hours per week (2025 Pay Rate)

Hours of Work: 7:30 am –3:30 pm Monday to Friday

Approximate Start Date: January 6, 2025

Approximate Term of Employment: January 6, 2025 to April 16, 2025

To Apply: Please send a cover letter and resume to careers@grandriver.ca in MS Word or PDF format and quote " Motor Pool Labourer" in the subject line.

Deadline for Applications: December 20, 2024

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.