



**Cape Breton
Regional
Municipality**

AUTOMOTIVE SERVICE TECHNICIAN

Regular, Full-time

JOB SCOPE: Reporting to the Manager of Fleet performs a variety of skilled or semi-skilled tasks associated with the operation, maintenance and repair of municipal equipment. Inspect, diagnose, repair and service mechanical, electrical and electronic systems and components of vehicles.

DEPARTMENT: Fleet

BARGAINING UNIT: CUPE Local 759

MINIMUM QUALIFICATIONS: (MUST INCLUDE COPIES OF THE ITEMS LISTED BELOW)

- Grade 12 or GED equivalent.
- Minimum 5 years' experience as an Automotive Service Technician.
- Must possess and maintain a valid Nova Scotia Class 5 Drivers License.
- Valid Nova Scotia Department of Education Interprovincial Automotive Service Technician Certification.
- Demonstrated knowledge of automotive computer analysis.
- Basic computer experience with input of automotive servicing information.
- Experience in related disciplines.
- Proficient at diagnosing and repairing C.A.N. Data and multiplex electrical systems
- Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations. Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.

ADDITIONAL QUALIFICATIONS:

- Emergency First Aid/Level A CPR & AED Training.
- WHMIS/GHS 2015.
- Safe Forklift Operator Training.

CLOSING DATE FOR APPLICATIONS: Monday, March 23rd, 2026, 4:00 PM

Applications quoting **Competition Reference #26.16-E** should be submitted via any one of the following:

In-person or drop-box with attention to CBRM Human Resources Department:

320 Esplanade, Suite 303, Sydney, Nova Scotia B1P7B9

Fax: 902-563-5582 or **E-mail:** jobapplications@cbrm.ns.ca

Although we thank all applicants for their submissions, we will only connect with those we wish to assess further.

CBRM is committed to the principles of Employment Equity and Inclusivity. We encourage applications from designated groups, including but not limited to women, visible minorities, indigenous peoples, members of the 2SLGBTQIA+ community, and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability, and the public good.



JOB DESCRIPTION

Position Title/ Classification:	Automotive Service Technician		
Department:	Fleet	Location:	Public Works Central
Reporting to:	Supervisor, Fleet	Bargaining Unit:	CUPE Local 759
Salary:	\$34.96 /per hour		

JOB SCOPE

Reporting to the Manager of Fleet performs a variety of skilled or semi-skilled tasks associated with the operation, maintenance and repair of municipal equipment. Inspect, diagnose, repair and service mechanical, electrical and electronic systems and components of vehicles.

MAIN FUNCTIONS

- Performs the required labor, and may direct others, in the installation, operation, repair and maintenance of municipal infrastructure, tools and equipment.
- Provides direction, advice and training to assigned employees.
- Operates a variety of tools and equipment necessary for the completion of assigned tasks.
- Drives trucks of various sizes
- Performs routine inspections and preventive maintenance on assigned equipment and provides both verbal and written reports of equipment conditions.
- Ensure computerized service and preventative maintenance system are kept up to date through regular input of work orders, service requirements and parts used, as service is completed.
- Assesses assigned tasks for labor, material and equipment needs. Takes action necessary to acquire the labor, material and equipment. Maintains records and prepares reports with regard to assigned tasks.
- Ensures assigned work is completed in compliance with appropriate regulations, standards, and within accepted industry practice.

- Troubleshoots assigned equipment or systems to determine appropriate courses of action to remedy problems.
- Advises supervision with regards to issues within area of expertise.
- Performs housekeeping chores to keep work area clean and tidy condition.
- Performs all duties in compliance with established safety practices, policies and regulations.
- Must be proficient in electrical repair and diagnosis of modern electrical systems.
- Performs other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

- Grade 12 or GED equivalent.
- Minimum 5 years' experience as an Automotive Service Technician.
- Must possess and maintain a valid Nova Scotia Class 5 Drivers License.
- Valid Nova Scotia Department of Education Interprovincial Automotive Service Technician Certification.
- Demonstrated knowledge of automotive computer analysis.
- Basic computer experience with input of automotive servicing information.
- Experience in related disciplines.
- Proficient at diagnosing and repairing C.A.N. Data and multiplex electrical systems
- Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations.
- Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.

ADDITIONAL QUALIFICATIONS:

- Emergency First Aid/Level A CPR & AED Training.
- WHMIS/GHS 2015.
- Safe Forklift Operator Training.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to perform heavy manual tasks for an extended period of time.
- Ability to work independently.
- Ability to work safely.
- Ability to communicate verbally and in writing.
- Skill in operation of small tools.
- Skill in the operation of motorized vehicles and equipment.
- Extensive knowledge of equipment, materials, methods and procedures used in the practice of the trade.
- Some knowledge of the equipment, materials, methods and procedures used in the maintenance, operation and repair of municipal equipment and infrastructure.
- Ability to understand and carry out written and oral instructions.
- Ability to establish and maintain working relationships with other employees.
- Welding, electrical knowledge.
- Must have MVI certification or willing to obtain designation.

COLLECTIVE AGREEMENT ENTITLEMENTS (SUBJECT TO CHANGE)

- Tool allowance of \$800 per annum for mechanical employees
- Personal protective equipment and full uniforms based on positions
 - i.e., protective clothing for welders
- \$1.50 per hour shift premium
- Overtime rates (1.5x, 2x)
- Stand-by Pay
- Call-out pay
- Meal allowances
- Mileage
- 40 hours non-replenishable lieu time