

JOIN OUR TEAM!



THE ROLE

Student Assistant, Fleet Operations

This is a temporary full-time role at the County. The hourly compensation for this role is \$23.22.

THE OPPORTUNITY

Join our dynamic team as we begin a rewarding journey to enhance the County's Fleet Operations. The Student Assistant will support our Fleet team by assisting in the day-to-day activities at the Kohler Garage and create operational efficiencies.

Your efforts will help maintain the County's vehicles and equipment to meet operational and legislative requirements.

If you are interested in Fleet operations, apply today to become an essential part of the Haldimand County Team!

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Free Parking
- Wellness Program
- Safe & Friendly Work Culture
- Emotional & Teambuilding Supports
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education
- Returning in September full-time



- No prior experience required



- Active Learning
- Self-Direction
- Interpersonal Communication

THE COUNTY

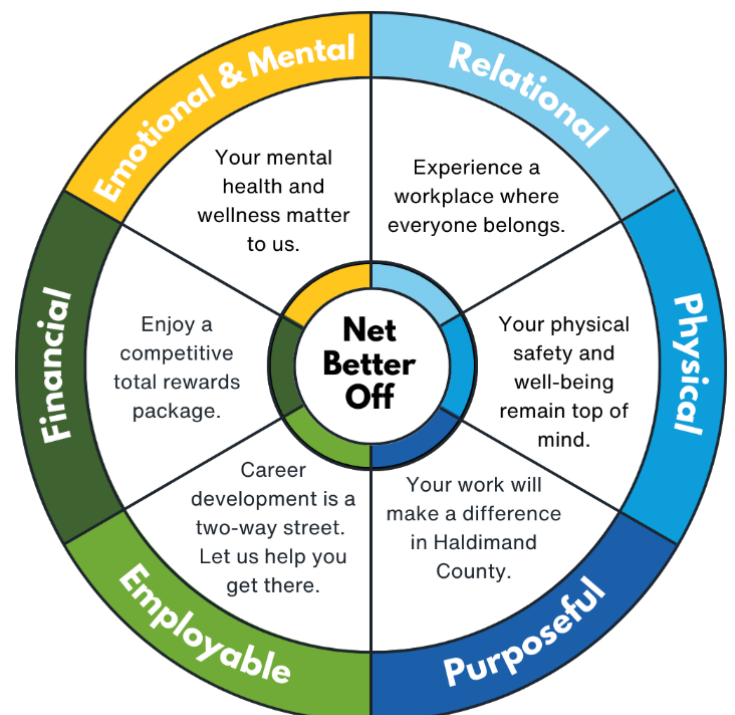
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **March 31, 2025 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Student Assistant, Fleet Operations

<p>POSTING PERIOD: December 13 – March 31, 2025</p>	<p>Employer Group: CUPE Local 4700 (Haldimand)</p> <p>Reporting To: Fleet Supervisor, Fleet Operations Division</p>
<p>Vacancy: 1</p> <p>Grade: Student 3</p> <p>Wage Per Hour: \$23.22</p>	<p>Position Status: Temporary Full-Time</p> <p>Hours Worked Per Week: Up to 40</p> <p>Location: Kohler Yard 1162 Kohler Rd Cayuga</p>

CORE COMPETENCIES:

Active Learning | Self-Direction | Interpersonal Communication

POSITION & DIVISION SUMMARY:

The Public Works Operations Department is comprised of four Divisions and is generally responsible for providing the public with facilities and parks services, potable water, disposal of sanitary and solid wastes, road construction and maintenance services, fleet and equipment maintenance.

The Fleet Operations Division’s mission is to provide timely and cost effective services that ensure safe, reliable and environmentally responsible vehicles and equipment that meet the operational requirements of the County and all legislative requirements. The Fleet Operations Division is responsible for all County vehicle and equipment specifications, procurement, maintenance, disposal and training requirements.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Must be enrolled in post-secondary and returning to school on a full-time basis in September.

Experience

- No prior experience required, however, any prior current related experience is considered an asset.

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Functional

- Fleet Responsibilities
 - Assist in the day-to-day activities at the Kohler Garage and create operational efficiencies.
 - Parts/vehicle pick up and general shop maintenance
 - Database management of inventory, parts supplies and inventory maintenance
 - Assist in a variety of tasks to ensure compliance with all relevant legislation
 - Assist automotive technicians in the diagnosis of vehicle/equipment electronic components, repair procedures and preventative maintenance requirements
 - General facility maintenance and upkeep such as painting, landscaping and vehicle/equipment cleaning
 - Preparing vehicles and equipment for sale at on-line auction
 - Demonstrate commitment to the Haldimand County code of conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 job.

POSITION REQUIREMENT(S):

Access to a reliable vehicle	G2 Class Driver's License or Equivalent
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Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.