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CHISASIBI, QUEBEC
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www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: AUTOMOTIVE MECHANIC

DEPARTMENT: PUBLIC WORKS DEPARTMENT

CORE FUNCTION: The Automotive Mechanic is responsible for the inspection, diagnosis, maintenance, and repair of light-duty vehicles, equipment, and small engines to ensure they operate safely, efficiently, and in accordance with manufacturer specifications. He/she performs preventive maintenance, troubleshooting, repairs, and safety inspections on mechanical, electrical, hydraulic, steering, suspension, brake, engine, and HVAC systems.

DUTIES AND RESPONSIBILITIES:

- Perform routine inspections, preventive maintenance, and repairs on light-duty vehicles and equipment.
- Diagnose mechanical, electrical, hydraulic, and electronic problems using diagnostic equipment and testing tools.
- Repair or replace defective components, including engines, transmissions, brakes, steering systems, suspension systems, exhaust systems, and electrical systems.
- Perform scheduled maintenance services, including oil changes, lubrication, tune-ups, tire repairs, tire rotations, wheel balancing, wheel alignments, and filter replacements.
- Inspect, service, and repair vehicle heating, ventilation, and air conditioning (HVAC) systems.
- Perform repairs and maintenance on small engines, including water pumps, lawnmowers, and generators.
- Conduct emissions testing and ensure compliance with environmental regulations and standards.
- Repair or replace worn or damaged parts to prevent vehicle breakdowns and ensure safe operation.
- Conduct safety inspections and identify potential mechanical issues.



- Utilize computerized diagnostic equipment and specialized testing tools to troubleshoot vehicle problems.
- Test-drive vehicles to verify repairs and ensure proper operation.
- Follow inspection checklists to ensure all critical vehicle components are examined and serviced as required.
- Complete work orders, inspection reports, maintenance records, and repair documentation accurately and in a timely manner.
- Maintain vehicle service histories and records of repairs and maintenance performed.
- Prepare reports outlining required repairs, maintenance recommendations, and replacement needs.
- Assist in monitoring inventory levels and maintaining adequate supplies of parts and materials.
- Utilize warranties and recall programs when applicable to reduce maintenance costs.
- Maintain a clean, organized, and safe work environment.
- Properly handle, store, and dispose of hazardous materials such as oils, batteries, lubricants, and automotive fluids.
- Ensure all repairs meet manufacturer specifications, safety regulations, and organizational standards.
- Participate in training and professional development activities to remain current with automotive technologies and repair procedures.
- Assist with emergency vehicle repairs when required.
- Maintain a positive and customer-focused image of the Cree Nation of Chisasibi.
- Respond to user concerns, problems, and complaints in a professional and timely manner.
- Represent the Cree Nation of Chisasibi in a courteous and professional manner when interacting with community members and stakeholders.
- Provide technical advice and recommendations regarding vehicle maintenance, repairs, and replacement schedules.



- Assist other Cree Nation of Chisasibi departments as operational needs require.
- Perform other related duties as assigned

KNOWLEDGE & SKILLS:

- . Thorough knowledge of automotive mechanical, electrical, hydraulic, and electronic systems.
- Strong diagnostic, troubleshooting, and problem-solving skills.
- Knowledge of vehicle components, repair procedures, and preventive maintenance practices.
- Knowledge of occupational health and safety regulations and safe work practices.
- Ability to read and interpret technical manuals, schematics, service bulletins, and repair guides.
- Proficiency in the use of computerized diagnostic equipment and related tools.
- Working knowledge of automotive electrical systems, including voltage, amperage, and resistance (Ohms).
- Ability to learn and adapt to new technologies, equipment, and repair procedures.
- Good organizational, record-keeping, and time management skills.
- Strong oral and written communication skills.
- Ability to work independently with minimal supervision.

EMPLOYMENT REQUIREMENTS:

- Secondary School Diploma (Secondary V) is required.
- Graduation from a recognized Automotive Service Technician Program.
- Minimum three (3) years of experience in the repair and maintenance of light-duty vehicles.
- Experience working in a municipal, fleet, industrial, or similar environment is considered an asset.
- Valid Class 5 Driver's Licence.
- Demonstrated ability to identify and resolve mechanical problems efficiently and



effectively.

- Must be dependable, reliable, punctual, and committed to maintaining high work standards.

EMPLOYMENT CONDITIONS:

- Ability to perform physically demanding work, including lifting, carrying, bending, standing for extended periods, and working in confined spaces.
- Willingness to work overtime, evenings, weekends, and on-call shifts as required.
- Must be available to respond to emergency call-outs on short notice.

SALARY RANGE:

- Full-time position based on a regular 40-hour work week.
- Salary Range: \$58,864.00 to \$90,084.00 per hour.

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: June 3, 2026
End of Posting: June 17, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM