



## **JOB OPPORTUNITY TORONTO POLICE SERVICE**

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<b>Date Posted:</b>	<b>July 12, 2010</b>	<b>Closing Date:</b>	<b>July 26, 2010</b>
<b>Position:</b>	<b>Automotive Service Technician</b>	<b>Vacancies:</b>	<b>One</b>
<b>Department:</b>	<b>Fleet &amp; Materials Management</b>	<b>Duration:</b>	<b>Permanent</b>
<b>Location:</b>	<b>4620 Finch Avenue East</b>	<b>Job Type:</b>	<b>Union</b>
<b>Salary Level:</b>	<b>\$66,314.88 to \$69,077.30</b>		

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**\* \* \* RESUMES SUBMITTED *WITHOUT* AN ACCOMPANYING  
APPLICATION FORM WILL NOT BE ACCEPTED \* \* \***

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### **Summary of Function:**

Responsible for performing quality inspections, diagnoses, service, mechanical and electrical/electronics repair and the overhauling of motor vehicles, components and equipment etc. to manufacturer's and/or TPS specifications, within prescribed/established service schedules.

### **Duties and Responsibilities:**

Tests, diagnoses, disassembles, adjusts, overhauls and reassembles motor vehicles, components and equipment to restore to proper working order; delivers and picks up vehicles to be serviced.  
Inspects motor vehicles scheduled for routine servicing and performs repairs or preventative maintenance.  
Examines motor vehicles damaged in accidents, prepares reports and may be required to be an expert witness in court.  
Prepares, updates and completes work orders and other reports/paperwork and inputs same into database.  
Performs all work adhering to established health and safety directives; ensures the safety of personal work areas.  
Keeps abreast of new technological developments and changes in the automotive mechanic's trade and industry.  
Performs typical duties inherent to the position.

### **Requirements:**

#### **To be considered for this position, you must meet the following requirements:**

Must not have been convicted of a criminal offence for which a pardon has not been obtained. If a pardon was obtained, proof of pardon must be provided. If a conditional or absolute discharge has been received, proof that the RCMP has sealed the records must be provided.  
Must have conformed, presently conform and continue to conform to the Services Core Values.  
Successful completion of Grade 12 or an approved equivalent, and possess a valid Ontario Automotive Service Technician certificate of qualification.  
Must have (or be willing and eligible to obtain) a province of Ontario Ozone Deletion Prevention Card.  
Demonstrated hands-on experience in the use and application of the various computerized/electronic automotive diagnostic techniques, equipment and applications, including those relating to ABS braking systems.  
Must have good driving record, possess a valid Ontario Driver's Licence "G" Class and have accumulated no more than six demerit points.  
Must have (or be willing and eligible to obtain) a Toronto Police Services 'Blue Card'.  
A technical test may be administered and candidates who achieve the minimum standard of 65% will proceed to the interview stage.

### **Rated Competencies:**

#### **Competencies may be measured through various selection tools such as test(s) and/or interview:**

Must have good mechanical diagnostic skills with the propensity for accuracy and thoroughness for the examination of vehicles involved in accidents.  
Must have the ability to comprehend specification bulletins and workshop manuals covering a broad range of vehicles.

Strong written and verbal communications skills are required to produce acceptable reports for court presentation, combined with the self-confidence necessary to present evidence or be cross-examined in a court of law.

Knowledge of basic machine shop and welding are required.

Good keyboarding and microcomputer skills are necessary for the production of work orders, maintenance records, schedules, etc.

Must be familiar with the Occupational Health & Safety Act and the regulations that apply to this work.

**Condition of Employment:**

Must have own tools.

**Probationary period is six months.**

**How to apply:**

**Please complete and submit an Application for Civilian Position. This form is available, in person, from the Employment Unit, Toronto Police Service, 4620 Finch Avenue East, Toronto, Ontario, M1S 4G2 or on-line from our website at [www.torontopolice.on.ca](http://www.torontopolice.on.ca). Once completed, you may fax to (416) 343-9591, email to [careers@torontopolice.on.ca](mailto:careers@torontopolice.on.ca) or mail/hand-deliver to the address shown above.**

Contact for information:	Meri Dubeau, Civilian Staffing Advisor, Employment Unit	Tel. No. (416) 808-7133
	Chris Nielsen, Manager, Shop Operations, Fleet and Materials Management	Tel. No. (416) 808-6989
	Job Information Line:	Tel. No. (416) 808-7134

*We thank all applicants for applying, however, only those candidates selected for testing/interview will be contacted.*

*Toronto Police Service supports equal opportunity initiatives*