

Municipality of Port Hope

Plan Requests

Request	RUR-003 Mechanic		
Department	Works and Engineering		
Version	03 Proposed by Budget	Year	2024

Description

ANNUALIZED TAX LEVY IMPACT [COST / (SAVINGS)]

\$91,541

CURRENT BUDGET YEAR'S TAX LEVY IMPACT [COST / (SAVINGS)]

\$65,206 (April to December)

JUSTIFICATION

Municipal fleet vehicles and equipment are one of the more costly array of assets for the municipality to operate and maintain. It was identified in 2021 that the municipality could benefit from focusing away from the silo approach of each department managing their fleet individually. A Fleet Supervisor was approved and hired in 2022 to develop a fleet strategy, create preventative maintenance schedules, set up resources and provide efficiencies that can be applied to all municipal fleet. Currently the municipality employs one mechanic to perform routine maintenance, provide scheduled and unscheduled repairs and perform the yearly CVOR motor vehicle safety inspections. Due to the large number of vehicles and equipment within all municipal departments the mechanics efforts are primarily focused on the vehicles and equipment within the Transportation division. Often the mechanic can not keep up to the volume of repairs within the transportation department requiring external resources and added costs. To move in a forward direction and expand the Fleet services into its intended form which includes the service and repair to additional municipal departments fleet assets will require the next step of employing an additional licensed mechanic..

DESCRIPTION

This position would work under the direction of the Fleet Supervisor and alongside the current licensed mechanic and would be responsible for performing the mechanical repairs and routine maintenance to the municipalities fleet vehicles and equipment..

IMPLICATIONS IF NOT UNDERTAKEN

- *the continued path of silo'd fleet management will continue
- *the benefits of fleet strategies and efficiencies won't be achieved
- *unnecessary costs and downtime incurred

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Request							
	Total	Q1	Q2	Q3	Q4	2025	2026

Attributes		
Attribute	Value	Comment
Department		
Department	Works and Engineering	
Division / Sub Division	Rural Roads	
Request Type		
Request Driver	New Service or Program	
Request Type	Staff Position	
Priority	High	
Strategic Priority		
Strategic Priority - ranked #1 required	Infrastructure Sustainability	
Strategic Priority - ranked #2 optional	Corporate Efficiencies	
Strategic Priority - ranked #3 optional		
Posting Status		
Posting Status	Ready to Post	