



## Job description – Apprentice

### *About Us:*

Since 2019 H&E Heavy Truck Ltd. has been a family run small business in Crosshill, ON. We are a growing full service heavy truck shop working on all makes models of heavy trucks and trailers in various industries including; Industrial, Agricultural, Municipal and Commercial providing a fully licensed shop to our local communities.

Our success is attributed to our dedicated and talented staff, working together serving our community. We take pride in our work providing quality repairs and service. We provide an inclusive and positive work environment for both our staff and customers through our shared values and trust working together as a team.

### *Who we are looking for:*

To fill the role of Apprentice at our busy and fast paced shop. The ideal candidate is reliable with a friendly and professional attitude to maintain positive moral within our team & with our clients. This position works closely with peers to collaborate, assist in repairs/maintenance, and document work in a timely manner. Experience with diagnostics in engine, emissions systems and chassis repairs as well as fleet maintenance is an asset.

We encourage those who are fully licenced or is nearing completion of apprenticeship to apply. This position may be a good fit for you if you are seeking a workplace where you are not just a number and your opinion matters!

### *Key Responsibilities:*

- Review and follow service order instructions and advise supervisor of additional concerns from inspections
- Perform repairs and preventative maintenance on commercial truck and trailer units under guidance of supervisor
- Assist with annual safety inspections
- Assist with inspections/diagnosis and general repairs of all systems on units
- Welding experience, fleet maintenance schedules experience an asset
- Experience with parts ordering, data entry and documenting completed work into electronic service orders an asset
- Coordinate with other departments to ensure service orders & inventory are accurate and up to date
- Well organized and self motivated
- The ability to work independently & on in a team setting
- Requesting/ordering parts and materials for required repairs
- Maintain a professional appearance with attire and workspace
- Assist with shop clean up and tidiness



**H&E** HEAVY  
TRUCK

***Qualifications:***

- Valid G drivers license an asset
- Reliable transportation
- Mechanically inclined & willing to learn
- Registered as or working towards Heavy Diesel Apprentice and asset
- Basic computing ability, computer literate in Windows OS an asset
- Experience in the Parts/Transportation industry. Very good knowledge of mechanical parts and operations.
- Appropriate tools or willingness to purchase
- Safety and proactive mindset
- Strong organization, professional, enthusiastic, and positive team member
- attention to detail, strong written and oral communication skills
- Must have a valid Canadian workers permit

***Benefits:***

- Company provided uniforms
- Extended Healthcare & Dental
- Flexible Hours
- Annual Salary review
- 1 hr. paid lunch
- Company provided meal every Friday
- Company events
- On site parking

***Schedule:***

- Full Time hours (with paid overtime as needed)
- 7am-5:30pm day shift Monday to Friday
- Holidays and weekends off

**We thank all those who apply, however, only those selected for an interview will be contacted**

Job Type: Full-time

**Salary:** Negotiable based on certification and experience

Please send resume to [office@heheavytruck.com](mailto:office@heheavytruck.com)

Or in person at: [4881 William Hastings Line, Crosshill, ON](#)