

Cornwall Gravel Company Limited

Now Hiring — Join our team

Service Manager – Truck Shop

Cornwall, Ontario | Full-Time | On-Site | Local candidates preferred

PAY RATE	SCHEDULE	LOCATION
\$27.00 – \$30.00 / hour	7:00 AM – 5:00 PM	Cornwall, ON (on-site)

Cornwall Gravel Company Limited is seeking a hands-on and highly organized Truck Shop Service Manager to oversee the day-to-day and preventative maintenance of our Truck Shop operations. This is a key leadership role responsible for managing shop workflow, coordinating preventative maintenance, processing work orders, overseeing parts and inventory, and supporting our team of mechanics. The successful candidate will take ownership of the service operation from the opening to the closing of each work order while ensuring efficiency, accountability, and cost control throughout the process.

We are looking for someone who thrives in a fast-paced environment, understands large CVOR trucks, and can keep the shop running smoothly and efficiently. This role requires regular, on-site presence at our Cornwall, Ontario truck shop — we encourage candidates who live locally or are willing to relocate to apply.

Key Responsibilities

Shop Workflow & Scheduling

- Plan and manage all incoming work across 4 service bays and 4 mechanics and apprentices
- Prioritize jobs based on urgency, parts availability, and shop capacity
- Ensure consistent mechanic utilization and minimal downtime
- Maintain an organized and efficient workflow at all times
- Communicate daily with the Macleod Scale contact regarding the status of trucks being worked on and how it will affect daily trucking operations

Work Orders & Documentation

- Open, manage, and close all work orders
- Ensure all labor and parts are accurately documented
- Work with mechanics to identify and approve additional repair requirements
- Maintain clean, accurate, and organized service records

Parts & Inventory Coordination

- Order and track parts required for active jobs
- Ensure parts are available in a timely manner to avoid delays
- Maintain inventory organization and monitor stock levels

Team Coordination

- Work closely with mechanics to align priorities and workloads
- Ensure jobs are properly staged and prepared for mechanics
- Support the team by removing operational bottlenecks and improving efficiency

Licensing, Compliance & Permits

- Coordinate and maintain allowable gross vehicle weight registrations
- Learn and monitor DriveON, the software platform used for annual commercial vehicle inspections

- Review and prepare licensing update documentation (e.g., November/December reviews)
- Arrange annual emissions testing each fall to support licensing renewals
- Arrange emissions testing each February for Grant Ready-Mix trucks ahead of March licensing renewal
- Attend the licensing bureau as needed to manage plate replacements and related documentation
- Provide information and support for overweight permit applications as needed

Qualifications

- Experience in service operations, shop management, or service advising
- Strong organizational and time management skills
- Ability to manage multiple priorities in a fast-paced environment
- Strong communication and coordination skills
- Financial awareness, including understanding of labor, parts, and cost control
- Strong computer skills

An Asset

Mechanical understanding of large trucks and equipment, including:

- Tractors
- Tri-axles
- Live bottoms
- Belly dumps
- Pickup trucks
- Other attachments

Experience in other equipment industries will also be considered.

Compensation & Schedule

- \$27.00 – \$30.00 per hour, based on experience
- Full-time, on-site, Monday – Friday, 7:00 AM – 5:00 PM with an hour for lunch

How to Apply

Qualified and local candidates are encouraged to apply by sending a resume and brief cover letter to terrelyn@cornwallgravel.ca. Please include “Service Manager – Truck Shop” in the subject line.

Cornwall Gravel Company Limited thanks all applicants for their interest; only those selected for an interview will be contacted.