



JOB DESCRIPTION

MECHANIC

POSITION TITLE:	MECHANIC
REPORTS TO:	PUBLIC WORKS SUPERINTENDENT
REVISION DATE:	February 13 th , 2006

POSITION SUMMARY

The Municipal Mechanic shall be responsible for upkeep and repair of all Municipal Vehicles and Equipment. Operate heavy equipment when required.

Job Requirements

1. Shall be responsible for the maintenance and the repair of all Municipal Equipment, including heavy equipment, vehicles, recreation equipment, landscaping equipment As well as fire and rescue equipment, in accordance with established and generally accepted maintenance standards.
2. Shall be responsible to conduct all necessary inspections on Municipal vehicles as required by the Province of Alberta.
3. Shall be responsible for the development and supervision of correct operator servicing procedures of all Municipal Equipment, including heavy equipment and fire equipment. Shall monitor the level of servicing to ensure that all equipment is properly serviced.
4. Responsible for the neatness and upkeep of the Municipal Operations Shop.
5. Shall assist with the continued development, implementation and refinement of a Preventative Maintenance Program for all mobile Municipal equipment.
6. Shall fabricate-weld miscellaneous Municipal required items as required.
7. Responsible for the maintenance of the shop inventory, which includes lubricants, shop supplies, equipment spares, etc.
8. Responsible for ordering of all shop supplies and equipment parts, as approved by the Superintendent of Public Works, in accordance with the Town purchasing policy.
9. Operates heavy equipment when required.
10. Shall assume "on call" duties as required.

Job Requirements – cont'd

11. Subject to “call out” duties as required.
12. Ensure that all Safety Standards as described within the Occupational Health and Safety Manual and pursuant regulations are adhered to including the use of protective equipment and clothing. This will require a good working knowledge of the act and regulations.
13. Shall assist Operations Department with the maintenance and repair of water and sewer lines, if required.
14. Shall perform repair work on all Municipal Infrastructure as required.
15. Shall perform all duties in accordance with all Municipal Policies.
16. Investigate and recommend in co-ordination with the Superintendent of Public Works, all tendered bids and quotes on Municipal Operations Equipment and supplies.
17. Shall assist the Superintendent of Public Works in the preparation of both operational and capital budgets.
18. Shall assist with Emergency Measures or Rescue Services, if requested.
19. Shall perform other duties in relation to the position requirements as assigned.

Job Qualification Requirements

1. Must hold an Inter-Provincial Journeyman Certificate as a Heavy Duty Mechanic.
2. Must hold a valid Province of Alberta Certificate from the Motor Vehicle Inspection Program to conduct inspections on Municipal vehicles as required.
3. Shall have demonstrated training and/or experience in maintaining a Preventative Maintenance Schedule for an Equipment Fleet.
4. Shall have demonstrated experience, or the ability to repair and maintain a fleet of pick up trucks, front end loaders, graders, tandem dump trucks, fire and rescue equipment, sewer flushing pump systems, skid steer loaders, hydraulic systems troubleshooting, automotive diagnostic equipment, as well as recreational facility equipment such as Arena ice plant systems, Zambonis, and ski hill equipment.
5. Shall have, or be able to acquire, certification in WHIMS, First Aid, Confined Space Entry and trenching safety.

Job Qualification Requirements – cont'd

6. Shall have demonstrated good working practices consistent with Alberta's Occupational Health and Safety's Statutes and Regulations.
7. Shall own his/her own tools sufficient to do the work required.

Personal Attributes

1. The Municipal Mechanic shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The mechanic shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The mechanic shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The mechanic must often work alone with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure or tight time lines.
5. The mechanic shall display an ability to follow instructions from his/her supervisors as well as relay the same to others.