

CUPE 1287 JOB DESCRIPTION

| | | | |
|-------------------|----------------------------------|------------------------|------------------|
| JOB TITLE | Mechanic | | |
| DEPARTMENT | Infrastructure Department | | |
| JOB ID | WLMA02 | JOB LEVEL | 10 |
| REPORTS TO | Supervisor, Roads | STD HRS OF WORK | 40 hrs/wk |

JOB SUMMARY

Performs routine and emergency repairs and maintenance on municipal vehicles and equipment used by Public Works, Community Services, Building and By-law, and other departments as needed.

QUALIFICATIONS**EDUCATION, CERTIFICATION, AND LICENCING REQUIREMENTS**

- Completion of Grade 12 or equivalent
- 3 year post secondary diploma in Truck and Coach Mechanics
- Valid Ontario Certificate of Qualification (Journeyperson) as a Truck and Coach Technician (310T) and Automotive Service Technician (310S)
- Valid Ontario DZ Driver's Licence with a clear driver's abstract
- Oxy-Fuel Safety Training
- Snow Plow Operator Training – Ontario
- C.S. Anderson Road School – Equipment Maintenance Course

EXPERIENCE

- 5 years experience with heavy equipment and vehicle maintenance in a municipal or similar environment
- Experience in servicing and troubleshooting International Maxiforce Diesels, Detroit and Cummings Diesel Engines, Allison Transmissions, etc.
- Experience in servicing small engines and heavy equipment
- Experience using Fleet Management Software, such as TATEMS

ADDITIONAL DESIRED SKILLS

- Strong diagnostic abilities
- Strong computer skills
- Ability to operate heavy equipment and vehicles in a safe manner
- General welding and fabrication skills required
- Physical effort and dexterity is required, ability to lift up to 35 kilograms unassisted

CUPE 1287 JOB DESCRIPTION

| | |
|-------------------|----------------------------------|
| JOB TITLE | Mechanic |
| DEPARTMENT | Infrastructure Department |

RESPONSIBILITIES

- Perform and maintain preventative maintenance programs for municipal vehicles and equipment
- Create and maintain schedules for required vehicle safety inspections and maintenance.
- Perform diagnostic testing and troubleshooting on municipal vehicles and equipment.
- Carry out general maintenance and repairs on municipal vehicles, equipment, and tools.
- Ensure vehicles and equipment are maintained in a safe and serviceable condition.
- Order parts and shop supplies as required, in accordance with established procedures.
- Identify and recommend major repairs and/or equipment replacement to Supervisor, Roads and Manager, Operations
- Perform winter maintenance duties, including plowing rural roads, sidewalks, and parking lots, and sanding/salting operations.
- Perform other related duties as assigned.

JOB SPECIFICATIONSSupervision Exercised

- None

Independence of Action / Judgment

- Assignments frequently involve modifying established methods or procedures, recognizing and analyzing problems / situations and using trouble shooting techniques to reach solutions or devising new courses of action within the intent of existing programs, legislation or professional standards
- The exercise of judgement is extensive and is complicated by the need to consult and coordinate action plans
- Supervisors are available in relation to administrative matters, and may be consulted on professional/clinical/technical matters, but solutions are not normally expected during such discussions

Decisions on which you seek consultation

- Most unusual problems are referred to the Supervisor/Manager
- Purchase decisions which exceed transaction limit

CUPE 1287 JOB DESCRIPTION

| | |
|-------------------|----------------------------------|
| JOB TITLE | Mechanic |
| DEPARTMENT | Infrastructure Department |

Relationships/Contacts*Internal:*

- Employees
- Occasionally Co-op Students and volunteers

External:

- Stakeholders
- Contractors, Suppliers and Salespeople
- Representatives of professional agencies / government
- Co-op program Teachers

Physical Demands/Dexterity

- Heavy activity of long duration
- Stooping, kneeling, crouching, lifting weights exceeding 10 kg
- Ability to lift up to 35 kg unassisted
- Require the efficient and accurate coordination of coarse movements
- Hand tools
 - Operating Equipment
 - Fabricating
- Require completion of fine movements
 - Writing
 - Welding
 - Maintain, Test and Repair Equipment

Concentration Demands

- Long periods of mental effort required occasionally
 - Mechanic duties
 - Equipment troubleshooting
 - Welding, fabricating
 - Data entry
 - Driving

Job Environment

- Work occurs equally indoors and outdoors
- Exposure on occasion to dealing with difficult people

TOWNSHIP OF WEST LINCOLN



CUPE 1287 JOB DESCRIPTION

| | |
|-------------------|---------------------------|
| JOB TITLE | Mechanic |
| DEPARTMENT | Infrastructure Department |

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

APPROVED BY:

Chief Administrative Officer

Date