

POSITION DESCRIPTION

Position Title: **Mechanic III**

Area/Department: **Infrastructure Services/Public Works**

Reports to: **Fleet and Yard Coordinator**

POSITION SUMMARY

The Mechanic III is responsible for conducting mechanical maintenance and repairs on all Town owned vehicles and equipment, and for analyzing, troubleshooting, scheduling and triaging vehicle and equipment maintenance and repairs, including basic records management, and for scheduling vehicle and equipment maintenance and repairs in conjunction with the Fleet and Yard Coordinator.

DUTIES & RESPONSIBILITIES

1. Receive daily circle checks and repair requests from the Fleet and Yard Coordinator, and check for completeness. In coordination with the Fleet and Yard Coordinator, schedule units to be repaired. Consult with the Manager of Operations to determine priorities, as required. Follow established preventative maintenance, priority schedules, and arrange for emergency repairs. Where required, make recommendations for jobbing-out of certain repairs. Adhere to the Town's preventative maintenance and annual safety inspection schedules.
2. Inspect vehicles and equipment in conjunction with the Fleet and Yard Coordinator and/or Operator and identify potential safety or maintenance issues. Troubleshoot and resolve repair and maintenance issues with the Fleet and Yard Coordinator, Operators and/or Manager of Operations. Check equipment records for vehicle maintenance history, parts history, etc, to assist in resolving issues. Work out a preventative maintenance plan where required. Report any indications of possible equipment failures/deficiencies, vehicles that become unroadworthy, or equipment abuse to the Fleet and Yard Coordinator and/or Manager of Operations. Report problems and suggest improvements required to upgrade shop operations to Fleet and Yard Coordinator.
3. Acquire necessary parts from stockroom, and in coordination/consultation with the Inventory Control Clerk, arrange for parts orders and delivery. When required, consult with various dealers' service, parts and sales representatives. Work closely with the Inventory Control Clerk to ensure that all parts or materials removed from stock are recorded and charged to the appropriate equipment.
4. Perform the work needed to accomplish all vehicle and equipment maintenance, repairs, and follow-up inspections in a safe, economical and productive manner. Perform all work in conjunction with Ministry of Transportation guidelines. Complete mechanical fitness and vehicle inspections, as per Ministry guidelines. Report all work and parts on written or electronic work orders. Complete and maintain current maintenance reports/schedules and safety inspection schedules on all units. Work

along with the Fleet and Yard Coordinator and provide guidance, assistance and advice to the Operators in the execution of service, preventative maintenance and repairs.

5. Must possess all trade tools to complete the expected work
6. Other duties, as assigned.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: N/A

EDUCATION, SKILLS and EXPERIENCE

- 1) Successful completion of a Secondary School Grade 12 diploma or equivalent.
- 2) Current registration and in good standing with valid Ministry of Colleges and Trades
 - i) **Truck and Coach 310T Certification is required**
 - ii) Automotive Service Technician 310S Certification is preferred.
 - iii) Small Engine Technician Certificate 435A is an asset
 - iv) Heavy Duty 421A is an asset
 - v) Ozone Depletion Prevention (ODP) Certification is an asset
- 3) A minimum of Five (5) years of related experience with light and heavy duty vehicles, including two stroke and four stroke and diesel powered equipment, a sound knowledge of vehicle and truck maintenance, a sound knowledge of light and heavy equipment maintenance, a sound knowledge of hydraulic and municipal plow systems, firm knowledge of wiring and electronic management systems, including hybrid powered vehicles and battery electric hand tools, basic welding and fabrication procedures, and shop operations
- 4) Ability to register with DriveOn and conduct annual inspections is required.
- 5) Ability to write standard legible reports, and to read and understand technical and parts manuals, adapt to various diagnostic and management software
- 6) Ability to assist Mechanic I and II in daily operations
- 7) Ability to operate Town owned equipment for testing purposes
- 8) Valid G license with a clean drivers abstract, satisfactory to the corporation (use of own vehicle may be required).
- 9) Possession of a valid Class DZ or Class AZ driver's license is preferred.
- 10) Ability to communicate effectively both written, electronically, and verbally
- 11) Maintain a clean and safe work environment
- 12) Ability to work co-operatively in a work crew, and to establish and maintain effective working relationships with other employees and the general public.
- 13) Possess valid Certificates for: W.H.M.I.S., Emergency First Aid and CPR,
- 14) Must possess a working knowledge and understanding of the Occupational Health and Safety Act
- 15) Physically able to carry out all aspects of the position.

HEALTH & SAFETY RESPONSIBILITIES:

- a) To learn, understand and practice standard Town operating procedures.
- b) To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and

Procedures.

- c) To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- d) To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
- e) To report any occupational injury or illness immediately to their supervisor.
- f) To use personal protective equipment, where required.
- g) To report any contravention of the Occupational Health and Safety Act.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted in a shop environment with some exposure to criticism from the public. Exposure to inclement weather conditions, mechanical hazards, noise, and dust. Requirement to juggle priorities, verbally communicate to exchange information. deal with constant interruptions and changing demands during the course of a working day; wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanour.

Physical: Requirement for sufficient physical ability and mobility to work in an shop setting and in a field environment; to stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle.

Normal hours of work are 40 hours per week, Monday to Friday. Overtime or emergency after hour repairs, as required.

CONTACTS

Incumbent communicates regularly with municipal staff, staff of other municipalities, and the general public.

REVIEW/APPROVAL

Incumbent: _____

Date: _____

Director: _____

Date: _____

Immediate Supervisor: _____

Date: _____

Human Resources: _____

Date: _____

Affiliation: Union