



## THE CORPORATION OF THE TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Mechanic / Operator
<b>DEPARTMENT:</b>	Public Works
<b>REPORTS TO:</b>	Operations Manager
<b>HOURS OF WORK:</b>	Full Time – regular 40 hour work week with some shift work during critical periods or situations

#### QUALIFICATIONS:

- Must possess one or more of the following licenses: 310S or 310T. Possession of a 421A license will be considered an asset.
- Ontario Class "DZ" Driver's License
- One (1) to three (3) years' experience in a heavy equipment repair work environment
- Experience with computerized electrical system, AC equipment controls and hydraulic systems;
- Ability to operate diagnostic equipment and tools, perform computer-based diagnosis, analyze problems and implement solutions
- Ability to fabricate and repair hydraulic hoses.
- Experience driving a plow truck is an asset.
- Excellent physical conditions with the ability to handle physical demands and heavy machinery including trucks.
- Previous experience in the operations of road department trucks, loaders, graders etc. and other miscellaneous equipment.
- Demonstrated ability to work independently.
- Demonstrated excellent safety record.
- Ability to be on call 24 hours per day combined with a flexibility in hours of work.

#### DUTIES:

##### Under the general direction of the Operations Manager:

##### 1. Vehicle and Equipment Maintenance duties include:

- Diagnose, maintain and repair various equipment including pick-up trucks, tandems, loaders, graders, grass cutting mowers and smaller pieces utilized by the Municipality, including preparations for safety inspections.
- Conduct regular inspection of all municipal equipment, investigate problem areas and ensure equipment is running properly and in a safe condition.
- Ensures equipment is maintained and repaired promptly to eliminate breakdown and safety hazards and to ensure a maximum lifetime of vehicles and equipment including: following acceptable maintenance and servicing schedules (oil changes, filters and lubrications, etc.) according to service manuals.
- Maintains current fleet vehicle logs and equipment repair records for each piece of equipment.

- Provide advice and direction regarding repairs and maintenance of equipment to management and staff.
- Orders and maintains appropriate inventory of parts and supplies required and maintains a record of inventory for all equipment.
- Provides initial authorization of parts and servicing invoices.
- May assist in developing specifications for purchasing and leasing various pieces of equipment.
- Schedules third party repairs on various pieces of equipment including but not limited to warranty work.
- Ensures equipment safety certifications are kept current as scheduled.

**2. Operator duties may include:**

- Road Maintenance
  - Sweeps, plows, sands, and salts surfaces.
  - Cold patches potholes, repairs settlements.
  - Repairs and replaces road signage and other traffic control devices.
  - Sets up construction work zones for traffic control and controls traffic.
  - Hand digging for the purposes of small excavation or working near utilities.
  - Clears culvert blockages.
- Equipment Operation
  - Drives a truck to plow snow, sand/salt surfaces.
  - Drives a truck to pick up garbage
  - Operates excavator, loader, bull dozer for road maintenance and construction purposes.
  - Operates tractor/mower for roadside grass cutting.
  - Operates culvert steamer to clear culverts.
  - Operates chipper to remove trees and brush. Operates chain saws to cut down trees and clear brush and stumps.
  - Uses a variety of tools such as electrical tools, compressed air tools, gas powered tools, manual tools and hydraulic tools to effect repairs in a variety of public areas.

**3. Performs other tasks as assigned by management.**

**The foregoing description reflects the general duties necessary to describe the primary functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.**