



THE CORPORATION OF THE TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

JOB DESCRIPTION

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

QUALIFICATIONS:

- Valid 310T certification truck/coach. 310S &/or Diesel endorsement an asset.
- 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.
- Ability to service and perform repairs on light vehicles and small engines an asset.
- Excellent physical conditions with the ability to handle physical demands and heavy machinery including trucks.
- Previous experience in the mechanical operations and repairs of heavy equipment, 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 pieces of equipment including pick-up trucks, tandems, loaders, graders, grass cutting mowers and smaller pieces utilized by the Municipality. Performs annual safety inspections through the Municipal DriveOn VIC.
- 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.

- 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 in consultation with the Operations Manager.
- 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. Limited operator duties may include:

- Operate Tractor and related attachments for Road Sweeping/ Road side mowing.
- Operates excavator, loaders, bull dozer for road maintenance and construction purposes.
- 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.