



JOB DESCRIPTION

JOB TITLE Mechanic **REVISED:** March 2023
DEPARTMENT: Public Works **PAGE:** Page 1 of 2
DIRECTLY
RESPONSIBLE TO: Director of Public Services
INDIRECTLY
RESPONSIBLE TO: CAO/Clerk

Position Summary: The Mechanic is responsible for maintaining all mobile units utilized by the Town. The Mechanic is responsible for regular servicing, following maintenance scheduling and procedures as supplied by the manufacturer, and to repair any minor and major damage caused by mechanical failure or breakdown. All vehicles are to be kept in good working order and any irregularities are to be reported to the Foreperson. The Mechanic will participate in the general maintenance program of the municipality as required.

Duties & Responsibilities:

- a) Service and repair of all mobile units and stationary equipment, i.e. pumps, etc. utilized by the Town following maintenance scheduling and repair procedures as supplied by the manufacture.
- b) Repair all minor and major breakdown/damage resulting from operations.
- c) Maintain a clean and safe work environment including work areas, garage floor, store area and equipment.
- d) Maintain records of repairs including work orders, parts utilized, parts purchased, repair time, etc.
- e) Keep a good working relationship with all equipment operators and truck drivers.
- f) Operate and test equipment following repairs/maintenance.
- g) Repair and maintain small power tools such as chain saws, lawn mowers, etc.
- h) Maintain and order stock, when required, maintain a parts and stock inventory control list.
- i) Provide input to management on operation of Public Works Garage.
- j) Answer phone, when necessary, and provide messages to appropriate staff members.

- k) Report irregularities with repair/maintenance of equipment to Foreperson.
- l) Facilitate equipment repair by the external organizations when required
- m) Participate in fleet management activities as required
 - a. CVOR renewal
 - b. DriveON/MVIS registration and renewal
- n) Maintain a positive pleasant attitude towards all visitors to the garage.
- o) Participate in the general maintenance program of the Municipality as required.
- p) Maintain Heavy Duty and Class "A" Mechanics License.
- q) Must maintain a valid Class "DZ" Drivers License.
- r) Responsible to be familiar with all safety and emergency procedures; must obtain C.P.R. certificate/ St. John's Ambulance Certification. First Aid.
- s) Provide back-up assistance for equipment operation, snow removal and emergency repair of water/sewer systems to Public Works staff as required.
- t) All other related duties as assigned.