

Journey Mechanic

Civic Works

REPORTS TO:	MECHANICAL SHOP FOREPERSON
DEPARTMENT:	MUNICIPAL SERVICES
SECTION:	CIVIC WORKS
LAST UPDATED:	JULY 2018
DIRECT REPORTS:	N/A

Position Summary

Responsible for servicing, preventative maintenance, and repairs for all small equipment, vehicles, and heavy equipment for the City, including Fire Department vehicles.

Responsibilities

1. Schedule and perform servicing, preventative maintenance, and repairs for all small equipment, vehicles, and heavy equipment for the City.
2. Purchase parts and supplies for vehicles and equipment maintenance purposes under the direction of the Mechanical Shop Foreperson.
3. Ensure that all necessary records of servicing, preventative maintenance, and repairs are updated on a regular basis.
4. Ensure that an inventory of regularly used parts for equipment and vehicles is maintained.
5. Assists with contacting outside repair companies for price quotes on work that cannot be handled internally by the Department.
6. Provide necessary information for reports and recommendations to the Mechanical Shop Foreperson for extensive repairs required by vehicles and equipment.
7. In the course of carrying out daily tasks, must practice established safety rules and regulations for the protection of self, fellow employees, property and equipment by being continuously aware of existing and new safety procedures of the City.
8. Perform other duties as required.

Qualifications

- High school diploma or equivalent (GED).
- BC Driver's Licence Class 3 with air brake endorsement.
- Journey Mechanic's Certificate (Red Seal Heavy Duty Mechanic).
- Ability to use electric and gas welding and cutting equipment.
- Ability to operate heavy equipment as well as other designated equipment.
- Ability to maintain records and establish a preventative maintenance schedule.
- Must be familiar with hydraulic systems, electronic diagnostics and computerized systems.

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- Must have strong trouble shooting skills for equipment and vehicles.
- Must be familiar with fuel injection systems, electronic controls, small engines, fuel systems and electrical systems.
- Ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Ability to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to work independently and in a team environment, with a minimum of supervision.
- Must be physically able to perform all the labouring aspects or other duties associated with the position.
- Supervisory courses or experience.
- Certified to carry out Provincial Vehicle Inspections.
- Municipal work experience on similar equipment.