



Position Title: Mechanic
Reports To: Operations Supervisor
Department: Public Works
of Direct Reports: 0
Status: Full-time (40 Hours per Week)
Revision Date: October 15, 2024

JOB PURPOSE

Reporting to the Director of Operations, the Mechanic will be responsible for maintenance and preventative maintenance of municipal vehicles and heavy equipment.

SPECIFIC ACCOUNTABILITIES

- Conduct routine and preventive maintenance on municipal vehicles and heavy equipment.
- Accurately diagnose mechanical failures, using diagnostic tools and techniques.
- Assist with the maintenance of records, statistics, and reports related to the Operations Department.
- Perform safety inspections on all vehicles and equipment as per Ministry of Transportation Requirements.
- Minimize vehicle and equipment downtime through efficient diagnosis and prompt repairs.
- Educate and ensure coworkers are informed of safe operations of vehicles and equipment.
- Track accurate and up-to-date records of all maintenance and repair work performed.
- Repair and maintain the structural and aesthetic aspects of heavy vehicles, ensuring durability with safety standards.
- Prepare all other reports as required.
- Required to have the appropriate tools and toolbox.
- Encourage and promote attitudes toward safe and responsible work practices and in all cases, the standards of the Occupational Health and Safety Act must be met or exceeded.
- Communicate with all necessary departments as required.
- Working with the Director of Operations to create and follow an annual budget for parts and outsourced services.
- Perform other duties and tasks as assigned from time to time by the Director of Operations.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Ability to communicate effectively with others in person and over the radio.
- Experience of 3-5 years or more would be an asset.
- Comprehensive understanding of diesel and gasoline engines, transmissions, and drivetrains specific to heavy trucks and equipment.
- Familiarity with managing and maintaining a fleet of diverse vehicles and equipment.
- Capability to manage multiple tasks, prioritize assignments and keep detailed records of maintenance activities and inventory.
- Ability to read and interpret diagrams, technical manuals, and repair instructions.
- Competency in the safe operation of workshop equipment, lifts, and specialty tools.
- Understanding of internal combustion engines, hydraulics, electrical systems, and brake systems used in municipal vehicles and equipment.



- Proficiency with hand tools, power tools, and specialized diagnostic equipment used for vehicle maintenance and repair.
- Good communication skills
- Development of diagnostic, problem-solving, and technical skills through practical works experience is an asset.
- Professional, confident, and courteous in customer service.
- Commitment to staying current with advances in automotive technology and repair techniques through continuous education and training.

WORKPLACE REQUIREMENTS & CONDITIONS

- High School Diploma
- Truck and Coach Mechanic Certification (310T)
- Vocational training or an apprenticeship in automotive or diesel mechanics is preferred.
- Valid Ontario Driver's License in good standing.
- Primarily based in the Public Works Building, when necessary outdoor work may be required.

RELATIONSHIPS

- **Internal:** Public Works Department, Facilities Department, and the Administration Department within the Municipality of Red Lake
- **External:** Occasional contact with the public.

RATE OF PAY

- \$30.27 Hourly – Job Classification 15
- \$7.82 Hourly – Availability Bonus

UNION

- United Steelworkers (USW)