

JOB DESCRIPTION



Job Title	Mechanic		
Reports To	Supervisor of Roads	Job Grade	7
Department	Operations	Hours per Week	40
Location	Operations Building	Effective	August 14, 2024
EBG Employee:	Yes	Status	Full-Time

Job Summary

The Mechanic, under the direction of the Supervisor of Roads, will primarily be responsible for the maintenance of all Town vehicles and equipment being mechanical, hydraulic, electrical, as well as diagnosing, and repairing. This position is accountable for the safety of all Town fleet.

Job Requirements

- Diploma in Automotive Service Technician program.
- Certified as a 310T Truck Coach Technician.
- Certified as a 310S Automotive Service Technician.
- Valid Class D driver's license with Z endorsement.
- Minimum four (4) years of experience including related courses and training.
- Understanding of transportation industry regulations, standards, and best practices
- Demonstrated ability to problem solve
- Ability to effectively communicate both verbally and in writing.
- Ability to prioritize and manage conflicting demands with demonstrated time management skills.
- High level of integrity and work ethic with keen sense of responsibility in public and personal safety.
- Must supply own adequate mechanical tools.

Job Duties

- Diagnosis, repair, replace, and adjust major and minor mechanical equipment problems on engines, transmissions, hydraulic systems, brakes, steering, differentials, and construction pumps, etc.
- Operate and test repaired equipment and vehicles and make necessary adjustments; operate other equipment including, but not limited to, loader and plow/sander trucks, grader sweeper, backhoe and other equipment, as required.
- Implement preventative maintenance programs, as outlined by the Ministry of Transportation and specifications of the manufacturer; complete preventative

JOB DESCRIPTION



maintenance equipment checks, identifying potential problems and recommending repairs, as required.

- Respond to on-site service and emergency repair calls; review mechanical problems with operators; contact dealers to discuss problems with vehicles and exchange technical advice. Utilize various resources to research solutions and diagnose mechanical problems.
- Inspect brakes and perform Ministry of Transportation Ontario (MTO) safety checks in compliance with the Highway Traffic Act Regulation 611 on a yearly basis.
- Repair any defects of equipment in a prompt and efficient manner.
- Weld and fabricate as required.
- Complete computerized and manual records of equipment inspection, repair and service; order parts from suppliers.
- Record and file repairs and parts used once a job is finished.
- Record all safety check certificates, as required by the MTO for audit and accident investigation purposes.
- Record and replace used stock and code and file invoices.
- Maintain a clean and orderly shop, tools and service-related equipment.
- Perform Seasonal changeover/setup.
- Take advanced training courses when made available (e.g. Electronic vehicle technology)
- Assist the Roads division when requested by the Supervisor.
- Research, price and order supplies and recommend new equipment or methods.
- At all times, ensure the highest standards of confidentiality and integrity.
- Adhere to, support, promote and ensure that the team adheres to all Town policies and procedures, regulations, and other related guidelines.
- Optimize and use initiative on a daily basis to execute efficient work practices.
- At all times, work in a safe manner promoting health and safety at all times and compliance with the *Occupational Health & Safety Act*.
- Participate in regular team meetings and support team building.
- Other duties as assigned by the Supervisor of Roads, Manager of Public Works, or Director of Operations.


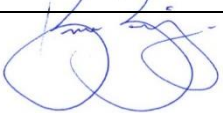
Competencies

- Adaptability - Adapts and responds to changing conditions, priorities, technologies, and requirements.
- Commitment to Health and Safety - Works in compliance with all applicable health and safety legislation and established policies and procedures.
- Communication - Expresses and transmits information with consistency and clarity.
- Economical - Ensure work is completed being conscientious of company resources.
- Organization - Able to create or maintain processes to ensure all relevant information or tools are easily accessible.
- Ownership - Takes pride in the work that is accomplished. Ensures deadlines are met and work is completed properly.

JOB DESCRIPTION



- Results Orientation - Able to focus on desired outcomes, and the means by which they are achieved by meeting and or exceeding standards based on past performance, goals, and objectives, as well as the performance and/or achievements of others.
- Time Management - Balances a myriad of tasks; prioritizes duties as needed.

Reviewed By: Name and Title	Darren MacKenzie, Acting Director of Operations		
Signature:		Date Reviewed:	August 14, 2024
Approved By: Name and Title	Bruce Zvaniga, Interim CAO		
Signature:		Date Approved:	August 14, 2024
<p>The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and when applicable in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.</p>			