

JOB DESCRIPTION

Position Title: Journeyman Heavy Duty Mechanic **Date:** February 26, 2003
Department: Operations Department (Public Works)
Supervisor: Director of Operations

Position Summary

This is a Journeyman position engaged in the service, repair and maintenance of automotive, heavy duty and miscellaneous mobile and stationary equipment used in the operation, maintenance and construction of Municipal works. The employee must use considerable independent judgement in operational decisions. Assignments and responsibilities are performed under general supervision in accordance with established routine. Performance is subject to review, inspection and evaluation by the Director of Operations. During times of emergency or lack of staff the incumbent may be required to operate equipment. The employee may be required to oversee one or two employees assisting this position.

Responsibilities

- Services, repairs and maintains a wide variety of construction and maintenance equipment, vehicles and tools.
- Performs cutting, brazing and welding of metals as related to the work.
- Plans, implements and maintains a Preventative Maintenance Program and applicable records for the Department's equipment, vehicles and tools.
- Ensures all work is completed in accordance with established procedures and pertinent legislation.
- Assists in preparation of mechanical/vehicle specifications as required or directed.
- Controls and maintains small automotive stores section.
- Requisitions material and stock and completes the necessary paperwork.
- Maintains the shop and shop equipment in accordance with established practices.
- Oversees the work of one or more employees assigned to assist in the work.
- Prepares oral and written reports on equipment and projects.

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- Prepares and reviews budgetary items applicable to the division.
- Assists the supervisor in developing and applying new and/or improved work methods, practices and techniques.
- Maintains an equipment replacement program, recommending types of equipment required.
- Maintains the District's fuel dispensing system.
- During emergencies or lack of staff, may be required to operate equipment.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the methods, practices, materials, tools and equipment used in the automotive and heavy-duty mechanical trade.
- Superior knowledge of the practices, procedures, methods and principles used in the vehicle/equipment maintenance.
- Considerable knowledge of the occupational hazards and proper safety practices particular to the trade.
- Ability to prepare reports and records, order parts and material and estimate time and material requirements.
- Ability to read and understand engineering drawings and work sketches.
- Ability to establish and maintain effective work schedules and prepare progress reports.
- Ability to oversee and coordinate the work of others assisting in the performance of tasks related to the work.
- Ability to effectively communicate orally and in writing in the English language.
- Ability to maintain and establish an effective working relationship with other staff and public officials.

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- Sufficient physical strength, stamina and coordination to effectively perform the work indoors or outdoors under all weather conditions.

Required Training and Experience

- Completion of Grade 12 or equivalent with a minimum of five years experience servicing, repairing and maintaining a wide variety of construction and maintenance equipment, tools, automotive vehicles and heavy equipment.
- Must be a Journeyman Heavy Duty Mechanic with a minimum of five years experience in the trade.
- Must be in possession of a valid Class 5 B.C. Driver's Licence with air endorsement and be able to obtain a Class 3 Driver's Licence with air endorsement.

Working Conditions

The incumbent will work the standard workweek of Monday to Friday in accordance with the hours specified and on occasion work overtime as authorized. The work may be performed indoors or outdoors in all weather conditions. The incumbent will be a member of the C.U.P.E. Local 458. Performance is subject to review, inspection and evaluation by the Director of Operations.



John Fortoloczky
Chief Administrative Officer



Cindy Skoro
President, CUPE Local No. 458

NOTE TO FILE: Job description was amended in January 2003, however a new typed version was never issued