

THE CORPORATION OF THE TOWN OF COCHRANE

JOB DESCRIPTION

Job Title:	<i>Mechanic</i>
Department:	Municipal Operations & Infrastructure
Location:	92 Second Street Cochrane, Ontario
Immediate Supervisor:	Director of Infrastructure & Services
Rate of Pay:	Per Collective Agreement
Position Status:	Full Time
Hours of Work:	Normal hours of work as per Collective Agreement
Benefits:	Per Collective Agreement

Job Summary: The position of Mechanic is responsible for the mechanical repairs of small equipment, light duty, and heavy-duty vehicles and mechanical certification of all vehicles within the Municipal Operations, with the occasional operation of heavy and light duty equipment and general labourer duties. Must be knowledgeable with the Occupational Health and Safety Act and WHMIS regulations and adhere to their standards in the workplace for self and fellow workers. The position is responsible to maintain open and effective communication with all supervisors as assigned (Coordinator – Rural or Urban) and the Director of Operations & Infrastructure.

Essential Duties and Responsibilities:

- ❑ Be proficient in the ability to repair and inspect any small equipment, light duty and heavy-duty vehicles / equipment and be able to operate said equipment on an occasional basis and in accordance with municipal policy and procedures and safe work practices.
- ❑ Certification of all Municipal Vehicles.
- ❑ Perform incidental welding operations on equipment.
- ❑ Perform general labourer duties involving manual labour and using hand tools and small equipment.
- ❑ Perform general maintenance on recreational facilities including arena, ball diamonds, playgrounds, and municipal parks.
- ❑ Perform general maintenance on equipment including daily inspections, changing of parts, minor repairs, greasing, cleaning, and washing.

Essential Duties and Responsibilities: cont'd.

- ❑ Perform general maintenance on Municipal buildings including snow shovelling, cleaning and repairs.
- ❑ Maintain equipment within the Recreation Department; Zamboni, ice edger, water pumps etc.
- ❑ Assist in delivery of work plans, budget requirements etc. for winter and summer operations as directed by the Director of Operations & Infrastructure.
- ❑ Assist with burials, on occasion.
- ❑ Ensure compliance as a worker with the Occupational Health and Safety Act and other pertinent regulatory legislation for self and fellow workers in all aspects of municipal operations.
- ❑ Maintain service records and inventory.
- ❑ Maintain stock room in an orderly and useful fashion.
- ❑ Establish and maintain a system of open and effective communication with the Coordinator - Rural and Urban - as field supervisors and Director as reporting supervisor.
- ❑ Attend and participate in training sessions as scheduled by management or as requested for and approved by management.
- ❑ Liaison with public in a courteous and professional manner.
- ❑ Ability to effectively use oral and written communication in the performance of duties and responsibilities.
- ❑ Knowledge of fabrication technique and procedures
- ❑ Ability to work with other Town employees in the design and fabrication of equipment.
- ❑ Ability to learn and implement Town procedures, regulations, and requirements with respect to procure, safety, operations, and organization.
- ❑ Attend meetings of the following:
 - Municipal Operations Committee (as required)
 - Special Projects (as required)
 - Municipal Operations Management Team (as required)
 - Staff Meetings (as required)
 - Others (as required)
- ❑ Other duties as assigned.

Desired Minimum Qualifications: (must maintain the following licences)

- ❑ Must possess a Grade 12 education
- ❑ Certified as a truck and coach Technician
- ❑ Certified Automotive Technician
- ❑ Licensed Heavy Duty Equipment Mechanic an asset
- ❑ Have a minimum of 3 years of demonstrated progressive municipal experience or in a directly related environment.
- ❑ Must possess a valid Class "DZ" licence or be able to acquire DZ licence

Necessary Knowledge, Skills, and Abilities:

- ❑ Training in “Working safely with propane” and chain saw operation.
- ❑ Certified in First Aid, WHMIS etc.
- ❑ Proficient in operation of small equipment, light duty vehicles, and heavy-duty vehicles.
- ❑ Be available in case of emergency (within reason) and be prepared to work during inclement weather.
- ❑ Prepare and complete annual maintenance schedule.
- ❑ Ability to perform competent welding when required.
- ❑ Responsible for ordering parts required in maintaining vehicles.
- ❑ Test Driving repaired equipment.
- ❑ Be prepared to work extended hours when called upon or as required.
- ❑ Able to attend approved upgrading seminars or courses.
- ❑ Demonstrated ability to operate heavy equipment.
- ❑ Demonstrated interpersonal skills.
- ❑ Demonstrated organizational skills.
- ❑ Ability to work in a team environment and possess strong interpersonal skills in dealing with municipal officials, all levels of staff, and the public in general.
- ❑ Work with minimal supervision.
- ❑ Heavy equipment operator training is an asset.
- ❑ Bilingualism is an asset

Tools and Equipment Used:

Require a personal set of hand tools.

Motor vehicles; 5 & 6 ton trucks; garbage collection vehicle; sidewalk/roadside tractor; small powered equipment including lawn mowers, chainsaws, brush cutters; hand tools; steam jenny; drill press, hand drill, hand grinder, bench grinder, chop saw, hammer and ratchet, floor jack, hydraulic press, air compressor, phone; mobile radio and occasional operation of heavy equipment including 6 ton plow, graders, rubber tired and street sweeper etc...

Physical Demands:

- ❑ The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ❑ Hand-eye co-ordination is necessary to operate motor vehicles and equipment.
- ❑ Working in outdoor conditions required on occasion as need arises.

Physical Demands:

- While performing duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- The employee must occasionally lift and/or move in excess of 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is required to work near moving parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk or electrical shock, and vibration. The employee is required to take precautionary measures and use protective equipment to promote a safe work environment at all times.

- The noise level in the work environment is usually moderate but at times can be high requiring hearing protection.

Other:

The statements contained in this job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance workload.