

CORPORATION OF THE TOWN OF COCHRANE

JOB DESCRIPTION

Job Title:	Lead Mechanic
Department:	Infrastructure Services
Location:	92 Second Street Cochrane, Ontario
Immediate Supervisor:	Infrastructure Supervisor
Position Status:	Full-time
Salary and Benefits:	Per Collective Agreement - \$34.84 per hour
Hours of Work:	Normal hours of work as per Collective Agreement

Job Summary:

The Lead Mechanic is required to perform skilled tasks in the mechanical repair and maintenance of vehicles and equipment. The candidate must be able to analyze, troubleshoot, dismantle, align, assemble and adjust mechanical equipment and machinery to maintain it in efficient operating condition. Work assignments will be received in the form of oral or written work orders, but the employee is expected to determine the nature and extent of needed repairs. Through the effective management of priorities, resources and efficiencies, the lead mechanic will ensure the ongoing success of the municipal garage and equipment availability. Responsibilities will include leading staff members in safe work methods and policies, as well as the identification and correction of potential work hazards, including health and safety issues.

Key Responsibilities

- Ensure completion of shop maintenance and repair work
- Advise mechanics of work that must be completed
- Ensure compliance with company standards for cost control, waste reduction, quality, safety, and complete and on-time delivery.
- Oversee and direct garage resource and workforce issues for the organization
- Monitor garage performance against goals to ensure that progress is being made, and that corrective action is taken if necessary
- Responsible for appropriate staff levels to meet requirements of the shop
- Manage the morale in the shop by setting and demonstrating a strong business ethic for dealing with employees, suppliers and customers
- Provide leadership for problem resolution to facilitate faster improvements and improved working relationships.
- Enhance and develop policies, procedures and service systems to meet the goals of the garage
- Analyzes and report on the daily, monthly and annually department's key performance indicators and industry trends
- Measure and monitor key indicators of service delivered
- Ensure that all reporting employees adhere to company policies and safe working procedures

Key Responsibilities - continued

- Maintain the cleanliness of the shop
- Instruct subordinates on manufacturing best practices.
- Ensure completion of shop maintenance and repair work.
- Identify, investigate, correct and document potential environmental and safety hazards. Establish methods to meet work schedules and coordinate work activities when necessary, with other units.
- Resolve work problems and recommend measures to improve productivity and product quality.
- Provide information related to operational plans to ensure objectives are met.
- Requisition materials and supplies.
- Train staff in job duties, safety procedures and company policy.
- Train staff in any changes to company policies or job requirements.
- Maintain an up-to-date knowledge of technology and safe operating techniques.
- Prepare production and other reports and develop and manage operating budget for area of responsibility.
- Other duties as required.

Skills/Experience Requirements

- Minimum 5 years' experience as a supervisor or lead hand in a maintenance or repair shop environment.
- Minimum of 5 years' experience working in an industrial manufacturing environment.
- Red Seal Certification in Truck and Coach.
- Experience in Heavy Equipment repairs
- Experience on reefers and A/C
- Experience on welding
- Completion of college/vocational or technical training.
- Possess a valid driver's license.
- Proven mechanical abilities in an industrial environment.
- Ability to work independently.
- Experience with routine maintenance operations.
- Leadership ability and team building skills to effectively supervise subordinates.
- Able to effectively communicate both verbally and in writing.
- High level of proficiency with Microsoft Office productivity suite.
- Able to find new methods and principles and ability to incorporate them into existing practices as needed.
- High degree of resourcefulness, flexibility, and adaptability.
- Must have the ability to plan, organize, develop, implement and interpret the programs.
- Must have strong project management skills.
- Must be able to push, pull and move equipment and/or supplies in excess of 100 pounds.

Work Conditions

- Employee may be required to work in potentially hazardous environments requiring protective equipment.
- Employee may be exposed to dust, hazardous chemicals and high levels of noise.
- Manual dexterity required to use desktop computer and peripherals.
- Employee must be available for Overtime as required.