



JOB DESCRIPTION

Date Prepared: November 16, 2023
Supersedes: N/A
Job Title: Certified Mechanic
Reports to: Director of Operations

Position Summary:

Provide journeyman mechanical maintenance and repair to Town vehicles, power tools and equipment, and lead the Town fleet management plan.

Key Job Duties

Program Development and Implementation

- Journeyman mechanical diagnosis and repair of vehicles, equipment, and power tools.
- Preventative maintenance and service.
- Town fleet asset management including assessment and procurement of vehicles.

Operations- Administration/Working Function

- Repair and service vehicles and equipment, identify problems using various precision diagnostic instruments; remove, clean, inspect, test, repair or replace defective components using mechanical tools; reinstall and perform necessary calibrations and adjustments, maintain notes and document repair history.
- Operate and test repaired equipment, vehicles and make necessary adjustments.
- Prepare new vehicles to user requirements, design, customize and install electrical, electronic, pneumatic and hydraulic systems and other equipment, make recommendations on mechanical suitability of new equipment.
- Design, organize, plan and carry out the Town Fleet Management Program including researching, advising, and obtaining quotes on vehicles.
- Design, organize, plan and carry out preventative maintenance programs including the Commercial vehicle inspection program for Town vehicles and equipment, maintain service records.
- Perform minor auto body repairs such as repairing dents, scratches and paint touch up.
- Respond to onsite service and emergency calls, review mechanical problems with operators, contact dealers to discuss problems with vehicles and exchange technical advice.
- Perform welding and fabrication work such as electric welding, oxy-acetylene welding and cutting, such as customizing blades, adding wheels on snowplows, building fire pits, railings and gates.
- Prepare and perform seasonal changeover of Town equipment including but not limited to snowplows, sanders, sweepers, sidewalk equipment, apply winter tires in fall, check and service small tools including mowers, trimmers and chainsaws in spring.
- Research, advise and obtain quotes on hand tools, equipment, and power tool purchase.
- Organize, order and maintain mechanical parts, shop supplies; organize, clean mechanical shop and Works Yard including recycling and garbage processing.

Customer Service/Communications

- Respond to and resolve mechanical problems and issues Town employees have with vehicles and equipment.
- Liase with vehicle dealerships, specialty equipment providers, and other businesses.

Risk Management Health and Safety

- Ensure for the safe and effective operation of Town vehicles and equipment.
- Conduct work according to health and safety, security and risk management policies and procedures, report problems to supervisor.

Leadership and Supervisory

- Provide guidance and direction to Town employees in effectively maintaining and operating vehicles, equipment and power tools.

Financial

- Purchase of materials and supplies per Town policies.
- Assist in procurement of new vehicles in alignment with the Town's zero emissions targets.

Qualifications:

- Education:
 - High School Graduation
- Certification:
 - Current and valid BC certificate of trades qualification in Heavy Duty Mechanic (4 years) or commercial transport mechanic (4 years), Valid BC Drivers License Class 3 with air endorsement
- Safety Certification and Other Licenses:
 - Level 1 First aid, WHMIS
- Desirable Certification and Training:
 - Electrical Diagnosis & Repair, Hydraulic Diagnosis & Repair
 - Emergency Vehicle Technician Certification
 - Familiarity with Electric Vehicle Maintenance
- Experience:
 - 3 years of related experience including welding and fabrication, diagnostic and analytical scanning tools or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with Town staff regarding vehicle maintenance, safety and repair.
- Develop and maintain effective workplace relationships.
- Plan and organize daily work.
- Make effective decisions.
- Skill, ability, knowledge of all functions detailed in the job description.

Job Provisos:

- Maintain professional and technical requirements for the position.
- Perform heavy physical work.
- May be required to perform additional related duties as assigned by supervisor.

SIGNATURE:

Chief Administrative Officer