EMPLOYMENT OPPORTUNITIES

Town of Hay River

Job #18-01-10
Heavy Duty Mechanic
Permanent/Fulltime

Under the direction of the General Foreman, Department of Public Works and Planning, the Heavy Duty Mechanic is responsible for maintaining mobile and stationary equipment in a safe and effective manner. Providing these services in an effective and efficient manner will ensure the reliability, access and safety of the community mobile and stationary equipment which is critical to maintaining the community and to the health, safety and wellness of residents. The incumbent will be required to take all safety and supervisory training provided by the Town of Hay River.

The required knowledge, skills and abilities required for this position would normally be attained through successful completion of a Heavy Duty Mechanic program and received Journeyman certification. A minimum of 3 years directly related trades, administration and supervisory experience is required for this position. Municipal water and sewer knowledge would be an asset. Successful applicant must also possess a valid Class 5 Driver's License. Equivalencies may be considered on a case by case basis.

The salary range for this position is $31.79/hr. - $41.95/hr. ($66,123.20 - $87,256.00 per annum) plus an annual housing allowance of $500.00 per month.

The successful candidate will be required to provide a satisfactory Criminal Records Check prior to commencement of employment.

Closing Date: December 7, 2018 at 5:00 p.m.

If you are interested in this applying on this position, please submit a detailed resume and cover letter to the Town of Hay River in person or via email. Please indicate the Job Number you are applying for in your cover letter and indicate your desired or available start date.

For a job description on this position, please look on our job opportunities page at:
www.hayriver.com

For additional information please contact:

Town of Hay River
Phone: 867-874-6522
Fax: 867-874-3237
Email: humanresources@hayriver.com

TOWN OF HAY RIVER – POSITION DESCRIPTION

IDENTIFICATION

Position Title	
Heavy Duty Mechanic	
Position Number	**Reports to**
	General Foreman

PURPOSE

The Mechanic is responsible for maintaining mobile and stationary equipment in a safe and effective manner.

SCOPE

The position of Mechanic reports to the General Foreman, Department of Public Works and Planning, and is responsible for maintaining mobile and stationary equipment in a safe and effective manner. Providing these services in an effective and efficient manner will ensure the reliability, access and safety of the community mobile and stationary equipment. This equipment is critical to maintaining the community and to the health, safety and wellness of residents.

Must be willing to take all safety and supervisor training provided by the Town of Hay River.

RESPONSIBILITIES

1. Perform maintenance and repairs to Town mobile and stationary equipment in order to ensure that the equipment is available, reliable and safe to operate. This includes but is not limited to:
   - Perform preventative and predictive maintenance on mobile and stationary equipment including front end loaders, dozers, trucks, compactors, snow blowers, stationary and mobile generators
   - Perform repairs to mobile and stationary equipment
   - Inspect mobile and stationary equipment for defects or required repairs
   - Completing minor electrical repairs and housekeeping duties in the Town's garage.
   - Completing repair work at Lift Stations and Water Treatment Plant.
   - Supervise others involved in maintenance tasks
   - Advise the General Foreman of required major repairs or replacements to mobile and stationary equipment
   - Maintain safe working conditions and adhere to occupational health and safety regulations
   - Ability to perform building checks on weekends on a rotating basis with other staff.

2. Assist with administrative duties related to preventative maintenance. This includes but is not limited to:
    - Assist in preparing preventative and predictive maintenance schedules
    - Assist in the preparation of capital and operating budgets
    - Maintain inventory control over equipment and supplies
    - Assist in ordering replacement equipment, parts and supplies
    - Assist in risk management activities
    - Maintain maintenance and repairs logs and records
    - Maintain maintenance computer systems

3. Perform other related duties as required

COMPETENCIES

Competencies are the attitudes, attributes, behaviors or other personal characteristics that are needed in order to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely –recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited, or solutions produce unpleasant consequences.

KNOWLEDGE and SKILLS

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

- sound mechanical knowledge
- ability to repair and maintain a wide range of mobile and stationary equipment
- knowledge of procedures for the repair and maintenance of a wide range of mobile and stationary equipment
- knowledge of mobile and stationary preventative and predictive maintenance schedules and programs
- knowledge of when to contact other tradespersons or professionals to complete a task or repair
- knowledge of equipment inspection procedures
- knowledge of workplace safety requirements and procedures
- knowledge of record keeping systems
- ability to operate required tools in a safe and responsible manner
- client service and public relations skills
- team building skills
- analytical and problem-solving skills

QUALIFICATIONS

The required knowledge, skills and abilities for this position would normally be attained through completion of a Journeyman Certification for Heavy Duty Mechanics combined with 3 years directly related trades, administration and supervisory experience. This position also requires a valid Class 5 Driver's License. Municipal water and sewer knowledge would be an asset. Equivalencies may be considered.

WORKING CONDITIONS

Physical Demands
The Mechanic position is a physically strenuous job. The incumbent will be lifting, pulling and managing heavy equipment and objects.

Environmental Conditions
The Mechanic must work outside in all different weather conditions including extreme cold and extreme heat. The incumbent may be exposed to dangerous and/or toxic substances and must take necessary safety precautions.

Sensory Demands
There are no unusual sensory demands with this position.

Mental Demands
The Mechanic must work independently and is expected to maintain a schedule. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

ADDITIONAL REQUIREMENTS

Position Security (✔ check one)

- ❑ **No criminal records check required**
- X Position of Trust – criminal records check required
- ❑ Highly sensitive position – requires verification of identity and a criminal records check

CERTIFICATION

Position Title: Mechanic

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
"The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position."	