



# Portugal Cove St. Philip's

Town of  
Portugal Cove-St. Philip's

## **Position Description**

### Heavy-Duty Equipment Mechanic

October 2021

<b><u>Position Title:</u></b>	<b>Heavy-Duty Equipment Mechanic</b>
<b><u>Salary Classification:</u></b>	<b>Heavy-Duty Equipment Mechanic</b>
<b><u>Department:</u></b>	<b>Public Works</b>
<b><u>Status:</u></b>	<b>Unionized Full Time</b>

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***Classification Function:***

The primary function of this classification is to perform heavy-duty equipment diagnoses, maintenance, and all forms of mechanical repair work and certified inspections as related to all vehicles within the Town fleet.

***Primary Responsibilities:***

- Perform diagnostic, maintenance and all forms of repair work for all vehicles within Town fleet
- Perform and certify all necessary inspections and preparations for all vehicles within Town fleet
- Schedule and organize preventative maintenance for all vehicles within Town fleet
- Maintain tracking forms for central tool supplies, invoices and maintenance
- Maintain a clean, organized and safe working environment
- Possess and maintain industry standard heavy duty mechanic's tools and tool box
- **When scheduling requires it, assist Heavy Equipment Operators with snow clearing / road maintenance as well as in the collection of solid waste and recycling.**

***General Overview of Responsibilities:***

The Heavy-Duty Equipment Mechanic is responsible to diagnose electrical, mechanical and hydraulic troubles and disassemble and reassemble equipment by using the necessary hand and power tools and specialized equipment. He/she is able to work safely and effectively around equipment and is able to detect safety hazards around the immediate work area, particularly where fellow workers are involved. He/she will support efforts to improve operations, decrease turnaround times and streamline work processes in a proactive and collaborative manner. Due to the nature of the work for which fleet is employed, particularly as it relates to winter operations, this position may require after-hours work to ensure fleet vehicles are returned to operation in the most timely manner.

**Qualifications:**

The Heavy-Duty Equipment Mechanic must possess a heavy equipment technician / mechanic trade certificate as well as a minimum of five (5) to eight (8) years of experience in the field. The Heavy-Duty Equipment Mechanic must possess a Red Seal endorsement as well as all industry standard tools.

The Heavy-Duty Equipment Mechanic must possess “all classes” of driver’s licenses valid in NL with air brake endorsement and be eligible for coverage under the Town’s insurance policy (and maintain continuity).

**Knowledge, Skills, & Abilities:**

- Extensive knowledge of current vehicle diagnostic equipment and procedures.
- Extensive knowledge of preventative maintenance schedules.
- Proficiency in accurate diagnostics and repairs on all forms of vehicles, heavy equipment, light duty, recreational and small engine.
- Proficiency in equipment inspections and performance testing.
- Proficiency in troubleshooting hydraulic and electrical systems.
- Skilled in the safe operation of heavy equipment.
- Excellent mechanical aptitude, coordination and dexterity.
- Excellent understanding of municipal infrastructure and operations.
- Ability to maintain records and efficient documentation of repairs, time, invoices and parts used, and production of related reports.
- Superior customer service skills in the establishment and maintenance of a professional effective working relationship with all members of staff, Town officials and the general public.
- Ability to exercise sound judgment and discretion in decision making.
- Ability to operate basic office equipment and communicate effectively both verbally and written.
- Knowledge of computers and familiarity with standard software such as MS Office Suite.
- Ability to understand and follow complex written and oral instructions.
- Ability to work well in a team environment and able to support a work environment based on cooperation and respect.

**Physical Requirements:**

- While performing the essential functions of this position, there is frequent need to sit for extended period of time in vehicles or other equipment, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle, or feel, and lift and/or move 20 pounds.

- While performing the essential functions of this position, there is a frequent need for specific visual abilities for close vision and the ability to adjust focus.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, high level noise, vehicular traffic, toxic/caustic substances, fumes, odors, and unrestrained animals.
- Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects (50-100 pounds).
- Tasks involve the safe operation of motor vehicles and heavy equipment.

***Duties:***

The Heavy-Duty Equipment Mechanic will be required to:

- Test repaired equipment for proper performance and to ensure work meets manufacturers' specifications;
- Troubleshooting and inspection of all vehicles and equipment required for Town operations to detect faults and malfunctions;
- Diagnose faults or malfunctions using computerized and other testing equipment to determine extent of repair required;
- Service, repair and maintenance of all vehicles and equipment required for Town operations, including but not limited to garbage trucks, front end loaders, pickup trucks, dump trucks, excavators, and other heavy equipment, small engine, light duty equipment, seasonal equipment and various attachments, etc.;
- Maintain preventative maintenance schedule on all vehicles and equipment required for Town operations including but not limited to lubrication, replacement of tires and tune ups;
- Maintain Inspection Books as mandated by the *Highway Traffic Act* and other requirements;
- Clean, lubricate and perform other routine maintenance work on equipment;
- Provide instruction, training, and where necessary follow up with the proper methods and processes necessary to perform equipment repair, inspection and preventative maintenance, including guidance and instruction to operators as it relates to maintenance;
- Maintain records and efficient documentation of repairs, time, invoices and parts used, and provide weekly reports to the Director;

- Liaise with vendors to articulate Town requirements and obtain required costing for equipment and supplies, and subsequently produce required purchase requests to the Director or his/her designate;
- Ensure all municipal, provincial and national health and safety regulations, policies and procedures are adhered to as they relate to the individual's area of work and responsibility;
- Comply with all Occupational Health & Safety regulations.
- Schedule maintenance and organize preventative maintenance schedules.
- Responds courteously when dealing with the public and refers complaints and inquiries to the appropriate Town personnel.
- Identify and advise supervisor when equipment is working properly.
- Other duties, as assigned.

***Key Contacts/Relationships:***

External:

- Equipment and Service Providers
- Contractors
- Municipal counterparts

Internal:

- All departments and staff up to and including Chief Administrative Officer

***Reporting Structure:***

This position reports directly to the Foreman – Streets, Fleet and Waste Management, as well as the Director of Public Works and Planning & Development.

***Salary and Benefits:***

Step 1	Step 2	Step 3	Step 4	Step 5
32.49	33.29	34.11	34.94	35.80

***Accepted by:***

Behalf of Management: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_