

Job Description

Head Mechanic

PURPOSE

(The main reason for the position, in what context and what is the overall end result).

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

SCOPE

(The way that the position contributes to and impacts on the organization)

The Head 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. This equipment is critical to maintaining the community and to the health, safety and wellness of residents.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Perform maintenance and repairs to community mobile and stationary equipment in order to ensure that the equipment is available, reliable and safe to operate

Main Activities

- 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
- Supervise others involved in maintenance tasks
- Advise the Community Works Foreman of required major repairs or replacements to mobile and stationary equipment
- Maintain safe working conditions and adhere to occupational health and safety regulations

2. Assist with administrative duties related to building maintenance

Main Activities

- 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

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ sound mechanical knowledge
- ✓ 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

Skills

The incumbent must demonstrate the following skills:

- ✓ ability to repair and maintain a wide range of mobile and stationary equipment
- ✓ 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
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to maintain daily logs
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

The Head Mechanic would normally attain the required knowledge, skills and attitudes through completion of an Auto mechanic Journeyman Certification Program combined with several years of trades, administration and supervisory experience. Equivalencies may be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Head Mechanic has a physically strenuous and demanding job. He/she will be lifting, pulling and managing equipment and tools. The Head Mechanic will have to work in all weather, and must be prepared for both extreme heat and cold. The Head Mechanic must ensure that all activities are completed in a safe and efficient way.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Head Mechanic must work outside in all different weather conditions including extreme cold and extreme heat. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Sensory Demands

(The nature of demands on the incumbent's senses)

He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

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

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature 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.
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Senior Administrative Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.