

Township of Selwyn		
Job Description		
Position:	Mechanic/Equipment Operator/Labourer	Page: 1 of 2
Reports To:	Shop Supervisor/Mechanic	Date: August 2021
This Job Description is: _____ New ___ Existing <u> X </u> Revised ___ Rescinded		

Job Summary:

To maintain and make repairs on all equipment owned by the municipality. To provide a variety of maintenance and construction services to municipal roads and facilities

Duties and Responsibilities:

1. Maintains Township equipment by performing such tasks as washing, cleaning and general maintenance functions such as greasing, changing oil and filters.
2. Assists with preventative maintenance schedules and co-ordinates with the Shop Supervisor/Mechanic to ensure maximum serviceability of Township fleet vehicles and equipment.
3. Diagnose electronic and mechanical issues, repairs equipment, including parts replacement, welding and fabrication, etc.
4. Installs and maintains the Public Works department GPS and 2-way radio systems.
5. Performs safety checks on heavy and light trucks as per MTO regulations, and issues safety stickers.
6. Performs maintenance and repairs on parks mowers and trimmers.
7. Maintains good road conditions during winter months by sanding and salting roads and sidewalks, and snow plowing, including wing back operations.
8. Conducts general maintenance functions such as patching and brushing, cutting grass and weeds, sweeping roads and intersections.
9. Assists with the installation and repair to entrance culverts as required.
10. Operates trucks for aggregate haulage and snow removal ensuring that the vehicle is securely loaded for best use of space, protection and even distribution as required.
11. Assists in the cleaning and general maintenance of municipal facilities.
12. Operates other equipment as required.
13. Acts as back up to the Shop Supervisor/Mechanic as required.
14. Responsible to adhere to the Occupational Health & Safety Act and the Municipal Health & Safety Policy.

Supervision:

This position may require the incumbent to act as a group leader and direct the work of part-time staff.

Contacts:

Internal: With the Public Works Supervisor, Shop Supervisor/Mechanic and co-workers for the purpose of obtaining and sharing information to complete work assignments.

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External: With suppliers when ordering or receiving parts.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to a normal garage environment. Exposure to hazards and inclement weather conditions. May be required to work unusual hours in order to handle emergency and poor weather conditions.

Some exposure to paint and diesel fumes.

Job Knowledge:

Grade 12 education/Trade School or equivalent and three years related experience. Knowledge of road construction, maintenance activities and safety procedures.

Must hold a valid Truck and Coach Technician Licence (310T). Automotive Service Technician Licence (310S) would be considered an asset.

Good knowledge of welding practices is an asset.

Working knowledge of personal computers, and database programs such as Insite, NED and Detroit.

Requires a valid Class "D" driver's licence with "Z" endorsement.

A/C OPD Certificate is an asset.

Key Competencies:

- Adaptability/Flexibility
- Communication
- Customer Focus
- Decision Making
- Initiative
- Job Knowledge
- Organization/Planning