



JOB DESCRIPTION

TITLE: FLEET MAINTENANCE MECHANIC

DEPARTMENT: Public Works

LEVEL: 12

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Oct 2019

JOB SUMMARY

Under the general direction of the Fleet Maintenance Foreman or Sub-Foreman, the incumbent performs major overhauls, minor repairs, and welding to various equipment, repairs or overhauls engine and power train component parts, carries out road tests, performs preventative maintenance inspections, signs off work as a Commercial Vehicle Inspector, services the various vehicles and equipment, and writes repair orders and parts order requests.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Performs major overhauls, minor repairs, and welding to City operated equipment, ranging from automobiles, pickups, backhoes, stationary power units, small equipment, Fire Department equipment, and snow removal equipment.
2. Troubleshoots and diagnoses mechanical and computer system problems, rebuilds or repairs brakes, electrical, engine, power train, hydraulic and steering components, performs any welding or fabrication required by the fleet, researches shop manuals, manufacturers websites, and online service manuals, and uses computerized diagnostic equipment and interprets results.
3. Disassembles parts and inspects for wear and reusability using the manufacturer's guidelines, mechanic's hand tools, and precision testing equipment.
4. Performs preventative maintenance inspections by using diagnostic equipment, hand tools, and preprinted inspection forms, to BC Provincial Motor Vehicle Branch standards and completes vehicle road testing. Signs off inspections forms as meeting standards.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Services all fleet vehicles, tools, and equipment by changing the oil, filters, and greasing of the required components, washing and internal cleaning of vehicles and equipment, and removal and installation of tires on vehicles.
6. Fabricates railings, equipment modifications, new equipment, etc., involving the welding of materials including aluminum.
7. Writes up repair and parts orders; maintains a safe, clean and organized workplace; picks up and delivers parts, supplies and equipment or vehicles as required.
8. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable working knowledge of the standard methods, tooling equipment and safety practices as they relate to heavy equipment and automobile repair industry.

Strong skills in electrical diagnostics and troubleshooting as it relates to the trade.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to comprehend and carry out written and oral instructions.

Ability to lay out, assign, and check the work of assistants performing unskilled and semi-skilled repair tasks.

Must have a good working knowledge of all equipment as it relates to the Public Works facility and be able to drive the equipment in a safe manner.

Work may involve lifting of heavy and/or awkward objects and/or maneuvering of heavy equipment, and/or climbing structures. Core work activities typically require a high level of activity.

May provide orientation to new or temporary staff.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12 or equivalent.

MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.

Possession of a valid BC Trade Qualification or inter-provincial Heavy Duty Mechanic, Commercial Transport Mechanic Qualifications.

A minimum of 2 years' related experience.

Possession of a valid BC Provincial Commercial Vehicle Inspector's Certificate.

Possession of a valid Class 3 Driver's Licence with Air Endorsement.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.