



Job Title:	Heavy Duty Mechanic
Last Revised:	November 26, 2020
Department:	Public Works
Reports to:	Manager of Transportation

PURPOSE OF THE POSITION:

The Heavy Duty Mechanic for the Township of North Glengarry oversees the daily activities of the equipment repair and maintenance operation to ensure optimal performance and safety of all the Township’s equipment. The Heavy Duty Mechanic inspects and repair all heavy duty equipment, plans and schedules preventative maintenance for both light and heavy duty equipment, and maintains inventory and records.

KEY DUTIES AND RESPONSIBILITIES:

- Updates the fleet maintenance plan and preventative maintenance schedule for all light duty and heavy duty equipment
- Completes maintenance and repair of all Township heavy duty equipment
- Coordinates the maintenance and repair of all Township light duty equipment
- Responsible for keeping records on all equipment maintenance
- Coordinates all necessary inspections and certifications on all Township light and heavy duty equipment
- Conducts safety inspections on all Township heavy duty equipment
- Creates and updates records on shop inventory, including parts and tools
- Orders shop supplies and required parts as approved by the Manager of Transportation in accordance with the procurement policy
- Handles welding and minor body work on Township equipment as needed
- Maintains records and maintenance documentation required by the Ministry of Transportation of Ontario and the Commercial Vehicle Operator Registration
- Operates equipment when necessary
- Works in compliance with the provisions of the Occupational Health and Safety Act and Regulations
- Perform other duties as directed by the Manager of Transportation

POSITION QUALIFICATIONS:

- Must possess and maintain a valid Class “D” Province of Ontario Driver’s license with “Z” endorsement
- Must be a 310T Truck and Coach Licenced Mechanic (truck and heavy duty equipment)
- 310S Automotive Service License (light duty vehicle) is an asset
- Minimum of five years experience in the repairs and maintenance of heavy duty equipment
- Ability to be a team player with an ability to establish effective working relationships with other employees

- Interpersonal skills to coordinate fleet maintenance

OTHER REQUIREMENTS:

- Valid class G driver's license
- Willingness to work flexible hours as required including some evenings and weekends in the event of an emergency repair
- Must be physically fit and able to stand, climb, walk on uneven surfaces, stoop, crouch, and crawl in order to access equipment
- Work requires the ability to lift significantly heavy weights and evaluate when assistance is required in handling heavy and/or awkward items
- Must provide a current Police Record Check and Drivers Abstract.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.