 TOWNSHIP OF NORTH STORMONT

# Work Description

Position Title: Public Works Mechanic

Supervisor: Supervisor, Public Works and Environmental Services

## POSITION SUMMARY

The Public Works Mechanic is responsible for the maintenance, mechanical repair and certification of small equipment, and light- and heavy-duty vehicles owned and/or operated by the Township of North Stormont; and for conducting road / highway and other maintenance activities in a defined area within the Township, in accordance with established objectives, policies and procedures.

The salary range for this position is $46,469-$62,871 with a scheduled 40 hours a week. Overtime will be received at time and a half after 40 hours a week.

## RESPONSIBILITIES

1 . Inspects and repairs small equipment, light- and heavy-duty vehicles and equipment, to ensure that mechanical, safety and emergency components are in good working order; cleans, lubricates, and performs general maintenance on equipment and vehicles, a regular basis; and performs mechanical work and repairs on equipment and vehicles, as required.

1. Maintains records and mandatory documentation required by the Ministry of Transportation of Ontario and the Commercial Vehicle Operator Registration.
2. Places orders for parts and supplies, as required; maintains stock room of common parts and supplies in an orderly fashion; and keeps records of all parts and supplies used in the maintenance and repair of equipment and vehicles.
3. Prepares and submits detailed reports to the Supervisor, Public Works and Environmental Services, including vehicle / equipment working hours and service / repair status, in accordance with Township policies and provincial regulations.
4. Operates graders, trucks, loaders, backhoes, bulldozers, excavators, snow plows, chain saws and other motorized vehicles and equipment in the performance of duties, as required; and keeps abreast of changes in technology and operation techniques.
5. Conducts a variety of road maintenance activities as directed, such as repairs, patches, grading, the application of dust suppressant, resurfacing, scarifying, gravel resurfacing, the installation of safety equipment, devices and signs, and bridge and culvert repairs, amongst others.
6. Conducts a variety of roadside maintenance activities as directed, such as grass mowing, weeding, brushing, trimming, ditching, maintaining catch basins, curbs, gutters and sidewalks, and picking up debris and litter, amongst others.
7. Conducts various landscaping and grounds maintenance services as directed, such as grass mowing, weeding, tree trimming, etc.
8. Conducts winter control services as directed, such as snow plowing, sanding and salting of roads and sidewalks, the installation of snow fencing, clearing culverts, removing ice, winter patrol, etc.
9. As may be required by operational demands, operates waste / recycling trucks.
10. Adheres to workplace safety regulations and policies, such as the use of personal protective equipment, the disabling of cellular phones and other sources of distraction while operating heavy equipment, etc.
11. Communicates any unsafe working conditions, accidents or injuries to the Supervisor, Public Works and Environmental Services, to facilitate prompt correction or reporting.
12. Provides recommendations to improve operations, decrease turnaround times or streamline work processes; and works cooperatively with colleagues, contractors and other service providers to provide quality customer service.
13. Performs other Duties as assigned

### QUALIFICATIONS

* Certification (license) as both automotive technician and truck / coach technician.
* A valid DZ Class driver's license is required to operate a variety of motorized vehicles and heavy equipment, with an AZ Class driver's license being considered an asset.
* Knowledge of the Occupational Health and Safety Act, WHMIS Regulations, and applicable provincial legislation and Township regulations and policies.
* Demonstrated organizational skills including task prioritization, multi-tasking, and time management techniques; and a strong attention to detail.
* Strong communications skills in such areas as collaboration and conflict resolution.
* Any experience is considered an asset.

### WORKING CONDITIONS

The work is performed both in the Township garages and in the field, with exposure to heavy machinery, dangerous and/or toxic substances / fumes, loud noise, physical hazards, and inclement weather conditions (such as rain, blizzards, whiteouts, ice storms, fog, etc.).

A high level of physical ability is required for lifting, pulling and manipulating heavy equipment and objects.