

**DISTRICT OF ELKFORD  
EMPLOYEE POSITION DESCRIPTION**

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<b>Position Name:</b>	Mechanic	<b>Date of Revision:</b>	July 2008
<b>Classification:</b>	CUPE, Schedule A Journeyman	<b>Date of Last revision:</b>	Unknown
<b>Weekly hours:</b>	40 hours		
<b>Schedule of hours:</b>	Five days a week - as per collective agreement		

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**Approval:**

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Chief Administrative Officer

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Supervisor

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**Nature of Work:**

Under the general direction of the Superintendent of Public Works, the position performs a variety of general and specific skilled tradesman's duties at the experienced journeyman working level and is responsible for the maintenance of the District fleet vehicles, equipment and the Public Works shop. Work is performed under minimal supervision, and can be varied and complex in nature. Independent initiative and judgment is required. The position is responsible for the efficient performance of duties and must assure own safety and safety of others. The incumbent is permitted a great deal of flexibility in performing the duties of the position within the authority delegated by policies, procedures and regulations. Work plans are reviewed with the Director of Engineering and Development Services to establish agreed objectives that conform to standard practices.

**Duties and Responsibilities include:**

In addition to those responsibilities prescribed by statute, by-laws, or resolution of Council, the following list is a general description of the principal functions of the position and is not a detailed description of all the duties.

- Prepare plans and procedures for effective and efficient operation of area or responsibility;
- Establish & maintain programs, procedures & records for the maintenance, repair and cleaning of vehicles & equipment, and ensure that they are serviceable, tidy, safe and in good repair;
- Implement preventative maintenance programs, as described by the Motor Vehicle Inspection Manual;
- Weld and carry out minor body repair work;
- Conduct Commercial Vehicle Inspections on vehicles and equipment;
- Conduct minor repairs and maintenance to the Public Works shop as required;
- Use special test equipment when required;
- Instruct other employees or persons operating vehicles & equipment in their care & maintenance;
- Direct other employees or persons engaged in cleaning or servicing machinery and in repairing equipment & vehicles;
- Secure equipment, property, building and vehicles;
- Complete duties in a safe manner, following established safety rules & regulations;
- Order materials and supplies and arrange for purchase and pickup as required;
- Maintain a clean and orderly shop, tools and service-related equipment;
- Organize and maintain an inventory of parts, tools & equipment;
- Keep records, files, and other necessary paperwork;
- Respond to call-outs;
- Operate equipment as required;
- Other related duties as may be assigned from time to time.

**Qualifications, Experience and Requirements:**

Grade 12 Diploma

Valid BC Driver's Licence, minimum Class 3, with air brake endorsement.

Successful completion of a recognized apprenticeship in mechanics, preferably in auto light duty.

BC Automotive Service Technician Trades Qualification (or Inter-Provincial Certificate);

BC Inspector's Authorization Number for Commercial Vehicle Inspection Program;

Five-year relevant experience;

Experience with:

- electronic diagnostic equipment;
- hydraulic systems;
- firefighting equipment and pumps;
- highway equipment;
- fabrication and welding;
- record keeping and budgeting;

Ability to perform work that requires considerable physical endurance, dexterity and mechanical aptitude;

Ability to work independently and to accomplish tasks and assignments;

Ability to operate related equipment;

Excellent customer service skills – positive relationships with the public and other staff members;

Excellent written and oral communication skills;

Good working knowledge of WCB Regulations, as relates to the work involved;

Must provide own hand tools.