



Rural Municipality of ST. ANDREWS

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COMMUNITIES WORKING TOGETHER

Job Title: MECHANIC
Department: Public Works
Reports To: Public Works Manager
Jobs Reporting: n/a
Salary: \$34.84/hr. an additional \$1.00/hr. after successful 6 mo. probation.
Effective Date: January, 2024
Supervisor Signature:

JOB DESCRIPTION

Primary Purpose

The Mechanic will be under the direction of the Public Works Manager. The incumbent is responsible for servicing, preventative maintenance and repairs for all small equipment, vehicles and heavy mechanical equipment of the Corporation.

Key Accountabilities

1. Incumbent will schedule and ensure servicing, preventative maintenance and repairs for all small equipment, vehicles and heavy equipment for the Corporation, Including mechanical assistance to the Fire Departments.
 - Maintain records of all servicing, preventative maintenance and repairs
 - Oversee regular servicing and preventative maintenance undertaken by personnel on Corporate Equipment ensuring the work is completed in an acceptable manner and appropriately documented
 - Review regularly, maintain the Daily Equipment Condition Reports and where requested provide to the Public Works Manager written comments on the operating status of every piece of operational equipment
 - Maintain a record of regularly used parts and consumable resources for all equipment and ensure an inventory of regularly used parts and consumables is adequately up to date for ongoing maintenance
 - Purchasing of parts and vehicle/equipment needs will be the responsibility of the Mechanic
2. Incumbent will provide, as necessary, information for reports and recommendations to the Public Works Manager for extensive repairs required on vehicles and equipment.
 - Incumbent will determine and report to the Public Works Manager when required repairs or maintenance is outside the capacity of the Municipal Department and will coordinate with outbound companies quotes and schedules.

3. Incumbent will ensure, as required, Provincial Safety Inspections are undertaken, by a qualified authority, and maintain within the equipment inventory the signed original safety inspection documentation.
4. Incumbent will respond to emergency and after hours request for service from Municipal Personnel.
 - Incumbent will in an emergency situation act in the position of Public Works Inventory and Equipment Manager and where requested to fulfill the same responsibilities on behalf of the St. Andrews Emergency Measures Manager.
5. Incumbent will assist with the preparation of specifications for the acquisition of vehicles and heavy equipment and as requested participate in the evaluation to vehicle and heavy equipment RFP/Tender Submissions.
6. Incumbent will fabricate/weld parts, accessories, and other steel items as needed.
7. Incumbent will perform other related duties as may be assigned, which may be delegated by the Public Works Manager.

Required Qualifications

1. Education, Knowledge and Experience
 - a. Minimum Required:
 - Grade Twelve (12) Education or the equivalent
 - Journeyman Mechanic's Certification (Red Seal Heavy Duty Mechanic or Red Seal Light Duty Mechanic) or a number of years of demonstrated and related experience
 - Must have strong trouble shooting skills for equipment and vehicles
 - Must be familiar with fuel injection systems and electronic controls
 - Demonstrated ability to use electric and gas welding and cutting equipment
 - Valid Class 5 Manitoba Driver's License
 - Ability to maintain and establish preventative Maintenance schedules
 - Ability to communicate, understand both orally and in writing
 - Have computer skills for data bases and inventory use
 - b. Preferred:
 - Ability to work independently and in a team environment
 - Valid Class 1, with Air Manitoba Driver's License

Responsibilities

1. The incumbent shall be responsible to ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees and the general public.
2. The incumbent shall be required, on occasion, to work on their own with minimal direction.
3. The incumbent will be expected to continue to update their knowledge and advise management of changes in current technology as a means of continually maintaining and upgrading his/her technological skills.

Comprehension and Judgement

The incumbent must possess an understanding of the work within the legislation of the Province of Manitoba and the policies of the Corporation. The incumbent will exercise a reasonable degree of independent judgment in the course of carrying out the duties of the position.

The incumbent shall, in consultation with the Public Works Manager, have the authority for reasons of operational safety remove a piece of equipment from active use until such time as the equipment can meet acceptable operating safety standards as outlined within Equipment Operating Manual, Provincial or Municipal safety Policies/ Standards

Working Conditions

This position will work a normal 45 hour week. In the case of construction project or an emergency the incumbent may be required to work shift and/or overtime.

This position will require moderate to extreme physical efforts and will require working under adverse conditions.

The position can involve a medium level of stress due to the commitment necessary in order to perform at an acceptable level and maintain accurate records.

*All employees of the Rural Municipality are expected to follow provincial and municipal health and safety policy, procedures, and work practices at all times.

Signatures and Approvals

Employee Signature: _____

Printed Name: _____

Date: _____

I confirm that I have read the foregoing and understand it is a description of the duties and responsibilities assigned to this position.

Public Works Manager Signature: _____

Printed Name: _____

Date: _____

I confirm that this is an accurate description of the responsibilities required of the position and that it forms the basis for the position classification level and the performance appraisal of the incumbent. The incumbent has received a copy of this position description.