

Sackville

NEW BRUNSWICK

- Position Title:** Mechanic
- Purpose:** To repair and maintain all vehicles and equipment for the Municipality.
- Responsibility:** Superintendent of Public Works

GENERAL DUTIES:

Under the direction of the Superintendent of Public Works or their designate:

- Performs servicing, preventative maintenance and repairs for small equipment, vehicles, and heavy equipment for the Town.
- Plans and co-ordinates the repair and maintenance of vehicles and equipment with the Mechanic Foreman.
- Ensure that maintenance and repair activities are undertaken in an effective and cost-effective manner.
- Complete work orders and ensure that all necessary records of servicing, preventative maintenance and repairs are updated on a regular basis.
- Ensures that parts inventory of regularly used parts on equipment and vehicles is maintained in accordance with current purchasing policies.
- Ensures that Health and Safety regulations are met.
- Aids in the drawing up of specifications for new vehicles and equipment.
- Maintains good liaison with all equipment and vehicle operators and aid in their training concerning the maintenance and upkeep of vehicles and equipment.
- Operate competently all heavy equipment including excavator, trucks, backhoes, loaders, snowplows, and sidewalk plow/blower in a safe and effective manner for cleaning maintenance, installation, repair, construction and snow removal of streets, sidewalks, boulevards, surface drainage systems, water and sewer systems, parking lots and other municipal properties.
- Perform routine checks, minor servicing, cleaning, and basic maintenance of the equipment they are operating including checking fluid levels and grease as necessary.
- Assist in snow removal operations as required.
- Perform other related duties as may be assigned.

QUALIFICATIONS/REQUIREMENTS:

- Must possess a valid New Brunswick class 3 driver's license.
- Must possess a valid certificate license in automotive and truck repair.
- Truck and Transport Service Technician, Licensed preferred, but apprentice will be considered.
- Minimum of five (5) years of relevant experience in vehicle and equipment repair an asset.
- Small engine and heavy equipment experience an asset.
- Technical School graduate or equivalent experience.
- Experience with Electric Vehicle Maintenance an asset.
- Must be capable of working with minimal supervision.
- Ability to communicate effectively with other employees, management, and the general public. Customer service focus required.
- Ability to understand and apply written and oral instructions.
- Knowledge of Health & Safety Regulations is an asset.
- Flexible work attitude.
- Must be able to obtain certifications that are provided by the Town of Sackville including, but not limited to First Aid/CPR and WHMIS.