

SUPERVISION AND DIRECTION OF OTHER EMPLOYEES

9. Instructs co-workers and new equipment operators in minor service tasks (e.g., check fluid levels and top up).
10. Required to follow safe work practices and procedures to avoid injury to co-workers (e.g., fabricate and install guards over belts, flywheels; install stands and blocks to prevent equipment from falling/moving; attach exhaust hose on running vehicle).

WORKING RELATIONSHIPS

Routine Contacts:

11. Other P.W. Personnel - To exchange information regarding equipment condition.
12. Suppliers & Salesmen - To place orders for parts and materials and obtain price quotations. To examine and discuss new products and arrange to test new products/materials.
13. Manufacturers - To locate and order specialty parts (e.g., parts compatible with discontinued mobile equipment models).
14. Dealerships - To arrange for parts.
15. Personnel from Other Departments - To exchange information concerning repairs they require; to schedule service and repair; to give advice and assistance on zamboni maintenance or airport equipment.

Non-Routine Contacts:

16. Equipment Repair Shops And Dealerships - To arrange to send equipment/parts out for repair and discuss warranty problems.
17. Personnel from Other Departments - To advise that service/repair requests cannot be accommodated due to workload.
18. Ministry of Transportation -To check licencing requirements and to request information on safety check standards.

DUTIES AND RESPONSIBILITIES RELATING TO MAJOR ACTIVITIES

19. Major Activity A: (45%) Preventive maintenance service and inspections.
20. Performs scheduled safety inspections and preventive maintenance services on all vehicles and mobile equipment (eg. airport snow remover, heavy duty trucks) following manufacturer's recommendations and Ministry regulations. Notifies department of scheduled inspection, cancelling and rescheduling when emergency repairs dictate.
21. Schedules and performs regular service of standby generators. Services stationary equipment (e.g., furnaces, air conditioners) as requested.
22. Major Activity B: (45%) Carry out mechanical repair and replacement.
23. Operates oxyacetylene equipment and arc welder to cut, braze and weld as needed when repairing equipment and facilities. Uses hand, power and bench tools in all facets of maintenance and repair. Cleans tools and checks for malfunction or damage. Arranges replacement or repair (for expenditures under \$100.00) or makes recommendations to Supervisor.
24. Removes, repairs and installs ancillary equipment (e.g., two-way radios, buckets, blades, bucket lips).
25. Diagnoses and trouble-shoots mechanical, electrical and hydraulic malfunctions and breakdowns on construction, transportation, gardening, and pumping equipment, machinery and vehicles.
26. Disassembles, rebuilds and reassembles transmissions and small engines.
27. Repairs, adjusts, replaces, installs and tests engines, motors, drive transmissions, brake systems, wiring harnesses, ignition systems, fuel and air systems, cooling and pumping systems, steering systems, suspension systems.
28. Uses steam and pressure hoses to clean equipment for service.
29. Determines malfunctions using diagnostic equipment (e.g., charger & starter analyzing systems). Adjusts and measures to close tolerances and uses precision testing equipment (e.g., brake calibration, shaft sizing).
30. Keeps up-to-date on technical requirements, product and equipment changes by attending courses, demonstrations, and training sessions as requested.

31. Constructs and fabricates guards, shields, signs, signposts, engine mounts, brackets, grates, platforms, catwalks and parts.
32. Makes welding repairs to cabs and bodies - and performs touch-up painting.
33. Trouble-shoots breakdowns and performs in-field emergency repairs as required.
34. Operate Municipal Equipment and Trucks as required.
35. Major Activity C: (10%)Organizing and Records Maintenance.
36. Maintains equipment log (e.g., records equipment hours and work done) for all Public Works equipment and vehicles.
37. Matches purchase orders with invoices (for parts used in garage) and enters equipment charge codes.
38. Maintains records of all safety inspections conducted.
39. Estimates material, part, and component requirements. Completes and approves purchase requests for standard items (signing authority \$100.00). Submits purchase requests for non-stock materials or supplies to Supervisor for approval.
40. Inspects equipment, determines whether repairs can be done in-house. Arranges repairs by local and out-of-town garages and shops as necessary (e.g., major overhaul/replacement).
41. Reports irregularities and major breakdown of equipment to Supervisor and makes recommendations concerning repair/replacement options.
42. Inspects equipment (new or used) that is being considered for purchase and makes recommendations to the Town on its suitability.

EFFORT

Physical and Sensory Demands:

43. Daily demands are for extensive agility and dexterity and moderate muscular and sensory strain. Work frequently requires physical strength to lift/carry parts such as batteries and tires, tools of moderate weight (60 lbs.), and push/pull movements (up to 200 lbs.) (e.g., moving machinery mounted on wheeled trailers or to align large parts of engine).

Mental Demands:

44. Diagnostics and working from complex diagrams (e.g., wiring) require

concentration for long periods.

45. Requests from operators for assistance or information continuously disrupt planned work for short to moderate periods.
46. Breakdown of equipment critical to operations creates rush requirements and conflicting priorities. Safety inspections must be completed on time and as scheduled. Repairs ordered by M.O.T. Inspector must be completed by deadline date.

WORKING CONDITIONS

Hours of Work:

47. Works an 8 hour day during normal business hours. Extended hours may be required during winter months to return critical equipment to service. All additional hours for mechanical repair are compensated.
48. Requirements for overnight travel average 1, 3-day trip every 2 years to inspect equipment being considered for purchase.

Working Environment:

49. Spends 90% of average work year indoors in an open shop area with attendant exposure to noise and exhaust fumes from equipment, and frequent exposure to acrid fumes when welding.
50. Spends 10% of working year out-of-doors performing in-field temporary repairs with attendant exposure to temperature extremes and high noise levels (eg. working around generator).

Hazards:

51. Exposed to hazards of falling, moving parts/rollers, moving objects/machinery, when performing repairs on equipment.
52. Exposed to hazards of toxic fumes, fire/flames and electrical shock when performing welding repairs.
53. Exposed to chemical substances (degreasers) when cleaning equipment.
54. Exposed to combustible substances (propane, gas, diesel fuels) when repairing equipment.