



JOB DESCRIPTION

First Class Mechanic

Department	Public Works/Operations	Reports To	Public Works Manager
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Hours of Work	40 hours per week, Saturday to Friday		
Union	CUPE 2403		

POSITION SUMMARY:

Under the direction of the Public Works Manager, or designate, the First Class Mechanic maintains vehicles, equipment and the Public Works shop.

KEY DUTIES PERFORMED:

1. Carries out complete mechanical repairs to vehicles and equipment and makes adjustments and modifications to same.
2. Directs, works with, and mentors apprentice mechanics when required.
3. Under established programs and procedures, maintains, repairs and cleans vehicles and equipment, and ensures that they are in good working order.
4. Directs other employees or persons engaged in cleaning or servicing machinery and in repairing equipment and vehicles.
5. Directs other employees or persons operating vehicles and equipment in the care and maintenance of them.
6. Supplies own hand tools and is experienced in the use of oxy-acetylene and electrical welding equipment for use in welding & fabricating and carries out minor bodywork.
7. Obtains materials and equipment from stores or through local purchases, initiates and completes garage work orders and maintenance reports.
8. Maintains vehicle and equipment records as required by the City of Dawson Creek, the Public Works program, the National Safety Code Legislation, and the BC Provincial Maintenance Program.
9. Provides minor repairs and maintenance to the Public Works shop.
10. Keeps generally informed on new mechanical repair methods and modern equipment.
11. Performs other related duties as required.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Completion of Grade 12 education or equivalency diploma.
2. BC or Red Seal Journeyman with minimum two years' experience for Heavy Duty Equipment Technician,
3. Commercial Transport Technician or Automotive Trade Qualification Ticket, with Air Brake Repair certification.
4. Authorized Inspector for Commercial Vehicle Inspection Program.
5. The ability to complete maintenance reports on electronic reporting devices in a timely manner for record keeping.

6. Physical agility and ability to complete duties requiring physical effort.
7. The ability to maintain harmonious relationships with all members of the public, and other staff members.
8. The ability to perform all of the duties outlined in a safe manner following established Facility Procedures, Occupational Health and Safety Rules, Violence in the Workplace Policies and W.C.B. Regulations, i.e. WHMIS and T.D.G.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Automotive-certified or trained technician for vehicle fleet maintenance.
2. Experience with both automotive and heavy-duty systems considered a strong asset.
3. Willingness to participate in all future training opportunities.
4. First Aid training.
5. A valid Class 3 Drivers' License with air endorsement is preferred.

HEALTH & SAFETY RESPONSIBILITIES

All employees of the City are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.