

TOWNSHIP OF ARMOUR

JOB DESCRIPTION

January, 2012

JOB TITLE: Part-Time Fleet Mechanic

DEPARTMENT: Roads

SUPERVISOR: Road Supervisor

Duties Included in the part-time Fleet Mechanic

1. Perform regular maintenance and repairs to all roads department vehicles, including off road equipment and small equipment.
2. Maintain accurate documentation of work orders and other documents as required.
3. Advise Road Supervisor of any parts required for repairs.
4. Assist in monitoring parts inventory.
5. Maintain cleanliness of mechanical work area.
6. Maintain appearance of township garage, works yard and vehicles.
7. Comply with all health and safety practices as it relates to the work, standard operating procedures, and the occupational health and safety act.
8. Wear personal protective equipment as required.
9. Attend training as required.
10. Comply with all Ministry of Transportation Regulations, including completion of all required documentation.
11. Provide clean drivers abstract.
12. Provide criminal record search.
13. Comply with the Township of Armour Policy of Employment.
14. May be required to work outside in all weather conditions.
15. May be required to work beyond normal working hours.
16. Required to be on call for emergency breakdowns.
17. Heavy lifting on a regular basis is required.
18. To perform other duties as may be directed by the road supervisor or his designate.

Skills

Must possess a valid 310T Truck Mechanic Certificate. Possess a valid G class drivers license and maintain a clean driving record that demonstrates responsible driving habits. Class D license with Z endorsement would be an asset. Working knowledge and experience in the repair and maintenance of heavy trucks and other heavy