



## THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

### POSITION DESCRIPTION

#### MECHANIC

#### 1. PURPOSE AND SCOPE

As an employee of the Municipality of Red Lake, the Mechanic will perform duties as assigned by the Infrastructure Development Coordinator and will ensure corporate and departmental policies are adhered to.

#### 2. REPORTING RELATIONSHIP

This position reports directly to the Infrastructure Development Coordinator.

#### 3. POSITION OBJECTIVES

To perform mechanical duties for the Operations Department.

#### 4. RESPONSIBILITIES

- 1) To perform mechanical maintenance support.
- 2) To provide assistance to the Operations Department as required.
- 3) To liaise with all necessary departments.
- 4) To assist with the maintenance of records, statistics and reports related to the Operations Department.
- 5) To perform safety inspections on all vehicles and equipment as per Ministry of Transportation requirements.
- 6) To assist with the training of an Apprentice Mechanic.
- 7) To prepare all other reports as required.
- 8) There is a requirement to have the appropriate tools and toolbox.
- 9) To encourage and promote attitudes toward safe and responsible work practices and in all cases, the standards of the Occupational Health and Safety Act must be met or exceeded.
- 8) Perform other duties and tasks as assigned from time to time by the Operations Supervisor.

#### 5. DECISION MAKING

Decisions are routine and repetitive where supervision is readily accessible.

#### 6. WORKING RELATIONSHIP

Regular contacts with the Operations Department, and occasional contacts with other departments and the general public.

**7. SKILL REQUIRED**

This position requires a High School Diploma plus additional specialized training courses. Specialized training means a course of study in a specific field applicable to the work, such as in a Community College.

Requires the ability to work from detailed or semi-detailed instructions.

Requires the ability to have the dexterity to perform the duties and testing may be requested.

**8. QUALIFICATIONS**

Two years but less than four years experience.  
Truck and Coach Mechanic certification.

**9. SUPERVISION**

This position is not responsible for supervision.