

  <b>Job Description</b>	<b>Position:</b> Heavy Equipment Mechanic (Part Time)	<b>Page:</b> 1 of 3
	<b>Dept.:</b> Transportation & Roads <b>Grade:</b> 10 <b>Step:</b> TBD <b>Period:</b> 24 hours weekly as scheduled	<b>Reports to:</b> Transportation Manager and Assistant Manager
	<b>Effective:</b> ASAP	<b>Revision Date:</b> August 29, 2025

## PRIMARY FOCUS

Reporting to the Transportation Manager, or designate, this position works with limited supervision and is required to perform skilled tasks in the mechanical repair and maintenance of heavy trucks, earth moving and related construction equipment including road graders, backhoe/loader, gasoline and diesel-powered tractors, dump trucks, snow plough/sander and fire trucks.

SCOPE	
<b><u>Supervisory Accountability</u></b>  <i>Direct Reports:</i> <ul style="list-style-type: none"> <li>N/A</li> </ul> <i>Indirect Reports:</i> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<b><u>Key Contacts</u></b>  <i>Internal:</i> <ul style="list-style-type: none"> <li>Transportation Manager</li> <li>Transportation Assistant Manager</li> <li>Transportation Supervisor Lead Hand</li> </ul> <i>External:</i> <ul style="list-style-type: none"> <li>N/A</li> </ul>
CORE JOB REQUIREMENTS	
<b><u>Educational requirements</u></b> <ul style="list-style-type: none"> <li>Completion of college/CEGEP/vocational or technical training</li> <li>Ontario College of Trades 310S Auto motive Service Technician and</li> </ul>	<b><u>Technical skill requirements</u></b> <ul style="list-style-type: none"> <li>Proven mechanical abilities in hydraulics and electrical, including schematics and diagnostics</li> <li>Experience with routine maintenance operations</li> </ul>

<p>310T Truck and Coach Technician, current certification</p> <p><b><u>Related experience requirements</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years' experience as a Heavy Equipment Mechanic</li> <li>• Demonstrated ability to operate related equipment safely and efficiently</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• A valid Class G Ontario Driver's License</li> <li>• Satisfactory Criminal Reference Check is required.</li> </ul>	<p><b><u>Interpersonal skill requirements</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work independently or as a member of a team</li> <li>• Effective written and verbal communication skills</li> <li>• Ability to multi-task</li> <li>• Positive, professional, and enthusiastic demeanor</li> <li>• Strong organizational and decision-making skills.</li> </ul> <p><b><u>Working Conditions</u></b></p> <ul style="list-style-type: none"> <li>• Travel to off-site locations may be required</li> <li>• Work both indoors and outdoors</li> </ul>
<b>JOB RESPONSIBILITIES</b>	

**I. Managerial/Supervisory Responsibilities:**

- N/A

**II. Functional Responsibilities:**

- Repair and adjust hydraulic pumps, safety valves and any other necessary mechanical components
- Inspect, repair and adjust gasoline and diesel power units
- Diagnose defects in heavy duty equipment
- Perform mechanical repairs on equipment in the shop and road calls when required
- Electrical and hydraulic troubleshooting and diagnostics
- Accurate completion of work orders and timecards
- Repair cooling and lubrication systems
- Repair mechanical transmissions, drive-trains and final drives
- Repair cable-operated working attachments, winches, compressors, pumps, electric generators etc.
- Test repaired equipment for proper performance
- Clean, lubricate and perform other maintenance work
- Keep detailed and accurate maintenance reports and documentation
- Maintain a working knowledge of changes in technology and repair techniques
- Operate Arc and Mig welders efficiently
- Other mechanical repair work as required

#### Health & Safety

- Adherence to workplace safety policies and regulations
- Notify the Manager of any defects or hazards that are encountered.
- Reference and help ensure adherence to OHSA.

### APPROVALS

\_\_\_\_\_  
CAO (or designate)

\_\_\_\_\_  
Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

\_\_\_\_\_  
Date