Dauphin
City Hall

JOB DESCRIPTION

JOB TITLE: MECHANIC 1

REPORTS TO: MECHANIC 3, PUBLIC WORKS FOREMAN, OR ASSIGNED FOREMAN

SUMMARY: While working towards completing a certificate in Journeyman Heavy Duty Equipment Technician or comparable, performs a variety of service, maintenance, and repairs to heavy equipment, light vehicles, and machinery

DUTIES under the Supervision of a Journeyman Heavy Duty Equipment Technician:

- Perform the following for all heavy equipment, light vehicles, and machinery:
  - Diagnose malfunctions
  - Maintain, service, and repair
  - Perform tune ups
  - Identify potential problems
- Maintain and supply diagnostic equipment and tools and ensure proper performance.
- Procure parts and services.
- Fabricate tools, parts, and devices as required.
- Make recommendations for improved efficiency, operations, or long-term useful life of the City's heavy equipment, light vehicles, and machinery.
- Log, record, and report pertinent information such as service and repair records and receipt of materials and time sheets.
- Comply with all requirements of the City's Workplace Safety & Health Policy
- Oversee employees in repair and maintenance of equipment as required.
- Complete essential duties of the Mechanic 3 in their absence.
- All other duties as assigned.

Note: The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally performed inside and temporarily outside an employee's normal line of work.

EDUCATION:

- High School Diploma or GED
- Enrolled in a Certificate recognized by the Province of Manitoba indicating Journeyman Heavy Duty Equipment Technician status or comparable
- Enrolled in a program to provide Certification by the Province of Manitoba to safety motor vehicles

EXPERIENCE AND ADDITONAL REQUIREMENTS:

- Valid Class 3 Driver's License, with Air Brake Endorsement (must obtain this requirement within three months of employment)
- Good interpersonal and communication skills
- Experience in or willing to learn the use of computers and office software