



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

POSITION DESCRIPTION

MECHANIC

(FULL-TIME)

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 followed.

2. REPORTING RELATIONSHIP

Position reports to the Infrastructure Development Coordinator

3. HOURS OF WORK & LOCATION

Monday – Friday (40 Hours a week)

Public Works – Red Lake, ON

4. RATE OF PAY

\$36.93 Hourly Rate (Hourly Rate and Availability Bonus)

Unionized Position (United Steelworkers of America)

5. RESPONSIBILITIES

- To perform mechanical maintenance support.
- To assist the Operations Department as required.
- To communicate with all necessary departments as required.
- To assist with the maintenance of records, statistics, and reports related to the Operations Department.
- To perform safety inspections on all vehicles and equipment as per Ministry of Transportation Requirements.
- To assist with the training of an Apprentice Mechanic.
- To prepare all other reports as required.
- Required to have the appropriate tools and toolbox.
- 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.
- Perform other duties and tasks as assigned from time to time by the Infrastructure Development Coordinator.

6. WORKING RELATIONSHIP

- Regular contact with the Operations Department and other departments when requested.
- Other contacts include the public.

7. SKILLS REQUIRED

- High School Diploma
- Truck and Coach Mechanic Certification
- Experience of 2 years or more would be an asset.
- Good communication skills
- Professional, confident, and courteous in customer service.

DEADLINE:

Open until filled.