



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** HEAVY DUTY MECHANIC  
**DEPARTMENT:** PUBLIC WORKS  
**POSITION TYPE:** FULL-TIME REGULAR UNION POSITION – 40 hrs per week  
**PAY GRADE:** PAY GRADE 15 plus Tool Allowance  
**LAST UPDATED:** OCTOBER 2024

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#### **NATURE AND SCOPE OF WORK**

Reporting to the Director of Public Works; with functional leadership from the Supervisor of Fleet, the Heavy Duty Mechanic is a skilled manual working position, providing maintenance of Colwood fleet vehicles and equipment. The incumbent is responsible for assisting the Fleet Supervisor in annual service delivery, providing commercial/heavy duty mechanical work at the tradesperson level.

Work is performed in accordance with established rules, procedures and practices; the incumbent is required to be familiar with the BC Motor Vehicle Act, National Safety Code, WorkSafe BC and BC Commercial Vehicle Safety and Enforcement Regulations. General instructions are received verbally or in writing from the Fleet Supervisor. The Heavy Duty Mechanic is required to exercise effective independent judgment in the performance of all tasks.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Performs maintenance and repair on a variety of municipal fleet vehicles and equipment, both in the shop and field.
2. Inspects vehicles to ensure compliance with BC Motor Vehicle Act, National Safety Code, Worksafe BC and BC Commercial Vehicle Safety and Enforcement Regulations.
3. Diagnoses mechanical issues and repairs light, medium and heavy trucks as well as equipment, trailers and other machinery.
4. Maintains diesel, gas and electric motor vehicles.
5. Works according to City programs, including Colwood Fleet Policy.
6. Documents work and completes equipment maintenance records.
7. Welds and fabricates as needed, using both oxy-acetylene and arc welding methods.
8. Performs maintenance of other equipment as required, including chainsaws, mowers, plate tampers, generators and pumps.
9. Responsible for purchasing materials and equipment needed for various jobs undertaken.
10. Weekend work may be required as well as stand-by and call-out work assignments.
11. Participates in snow and ice removal as needed.
12. Performs other related duties as required.



## **MINIMUM TRAINING AND EXPERIENCE REQUIRED\***

- Post-secondary trades training and certification in heavy duty or transport mechanics.
- A minimum of five (5) years experience directly related to the work to be performed and the use of tools, equipment and machinery required to maintain a municipal fleet of vehicles and equipment.
- Minimum of one (1) or more years demonstrated experience with welding and fabrication is preferred.
- Minimum of one (1) or more years demonstrated experience in the operations of snow removal and de-icing is preferred.

*\*An equivalent combination of education/training and experience may be considered*

## **REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS**

- Completion of BC Certificate of Qualification in Heavy Duty or Commercial Transport Mechanics (or Interprovincial Red Seal equivalent).
- Possession of a valid B.C. Drivers Licence, minimum Class 5, with air brake endorsement (Class 3 with Air preferred).
- Certified BC Commercial Vehicle Inspector (or willing to obtain).
- Occupational First Aid (OFA) level 1.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. A sound knowledge of the methods, techniques and the use of materials, tools and equipment utilized in Public Works.
2. Demonstrable skill in the repair and maintenance of municipal fleet vehicles and equipment.
3. Ability to plan, organize and execute complex repairs and tasks.
4. Thorough knowledge of the safety requirements applicable to the tasks being performed.
5. Ability to establish effective working relationships with supervisors, employees, contractors, and members of the public.
6. Ability to perform a variety of skilled manual tasks, requiring the use of independent judgment.
7. Sufficient health, physical condition, strength, stamina and coordination to permit performance of work in all types of weather.
8. Ability to interpret technical diagrams relating to vehicles and equipment.
9. Ability to assist in the administration and inventory of vehicles, tools and equipment.
10. Ability to communicate effectively both verbally and in writing.
11. A working knowledge of office productivity software such as MS Office is an asset.
12. Ability to follow and contribute to office administration procedures including maintaining records and performing other clerical duties as required.
13. Must provide own hand tools (tool allowance of \$0.45 per hour provided).



## **REQUIRED COMPETENCIES**

Demonstrated proficiency in the core competencies of:

- Adaptability: Willingness to be flexible in a changing environment.
- Relationship Building: Establish and maintain respectful and cooperative working relationships.
- Effective Communication: Communicate effectively with others.
- Problem Solving: Recognize and act to resolve problems.
- Organization: Organize the work so that others will understand and will be able to achieve the City's goals as communicated by senior staff.
- Customer Focus: Provide excellent service to both internal and external customers.

Leadership competencies:

- Use best judgment in anticipating future needs, opportunities and risks. Use a proactive approach to act and achieve desired outcomes.
- Innovation: Strive for innovation; champion appropriate new ideas and creative solutions.
- Change Management: Actively promote appropriate change as a necessary business function. Lead people through transition and change.
- Personal insight and rapport: Demonstrate Colwood's values, awareness of strengths and weaknesses, seek feedback, fulfill commitments, and demonstrate courage to do what is right.
- Compassion, empathy, integrity and strength of character.