

## Job Information

Job title	<b>Certified Mechanic</b>	Job Code: CEMEC	Pay Grade: L
Title of immediate supervisor	Supervisor- Public Works		
Department/Division	Engineering / Public Works		
Prepared by	N. Pallan		
Date Created	Aug 12, 2015	Revised date	July 25, 2019
Dept Head Signature	Originally signed by Harley Machielse	Date	October 27, 2015

## Job Purpose

Performs tradesperson work at the journey-level demanding skill and ability in the application of trade practices in a variety of tasks. Duties include specific tasks which require journey-level skills in heavy duty, automotive and diesel mechanics, as well as welding, maintenance, electrical and body refinishing work on a wide variety of vehicles and equipment.

## Duties and Responsibilities

- Plans, organizes and performs maintenance and repairs on gasoline, diesel and propane fuel equipped vehicles.
- Performs preventative maintenance requirements, establishing schedules and carrying out maintenance.
- Uses on-line manuals and repair information.
- Consults dealerships for warranty and repair information.
- Performs CVIP inspections and verify reports on-line.
- Cares and uses shop tools and equipment. ie; tire machines, brake lathe, hoist, overhead cranes and hydraulic fitting press.
- Performs MVA mechanical inspections on Municipal units and as directed by Saanich Police.
- Examines malfunctions, conducts tests, determines causes, discusses problems with and advises operators, provides time and parts estimates for repairs as required.
- Removes units and parts, disassembles units and inspects parts for wear and damage, repairs or replaces parts, services electrical, electronic and conventional ignition systems, makes adjustments to ensure serviceability to required standards of operation.
- Obtains written operator reports, originates and assists in maintaining vehicle servicing logs showing maintenance work and repairs carried out in accordance with standard practices.
- Performs auto body work, fabricates parts, grinds and sands metal for painting and prepares surfaces for finishing.
- Welds, solders, paints, wires, builds, repairs and maintains vehicles, parts and equipment as required.
- Repairs hydraulic parts and systems as required.
- Performs a variety of repair and maintenance tasks to equipment in the field.
- Performs other related duties as required.

## Qualifications

- Grade 12 or equivalent.
- Trades Qualification Certificate and Certificate of Apprenticeship in commercial transport, automotive or heavy duty mechanics.
- Four years of related experience including the apprenticeship experience.
- BC Commercial Vehicle Inspection Program Inspector's Authorization Certificate.
- Required knowledge to perform diagnostics on a variety of equipment using computerized scan tools.
- Extensive knowledge of WCB regulations, WHIMIS, and the Motor Vehicle Act.
- A willingness to attend in-service training programs offered at Saanich or other authorized agencies.

- Certificate of Attendance from a vocational/technical school for ARC and MIG welding and/or equivalent experience.
- An equivalent combination of education and experience may be considered.
- Valid Class 3 BC Driver's Licence with an air brake endorsement.

### **Physical Requirements**

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

### **Working Conditions**

Works in all types of weather. Must work shifts other than day shift.