



City of Campbellton

Job Description

## Heavy Equipment Repairman

**Disclaimer Statement:**

*Usage of the masculine form throughout the document is for convenience only, and refers to women and men alike.*

Department: Fleet  
Job Title: Heavy Equipment Repairman  
Reports to: Fleet Manager  
Last revised date: October 13, 2021



## HEAVY EQUIPMENT REPAIRMAN

### 1. IDENTIFICATION

- |     |                       |                           |
|-----|-----------------------|---------------------------|
| 1.1 | Organisation:         | City of Campbellton       |
| 1.2 | Department:           | Fleet                     |
| 1.3 | Job Title:            | Heavy Equipment Repairman |
| 1.4 | Job Status:           | Unionized – CUPE Local 76 |
| 1.5 | Immediate Supervisor: | Fleet Manager             |
| 1.6 | Last revised date:    | October 13, 2021          |

### 2. TASKS AND RESPONSIBILITIES

#### 2.1 Summary of Responsibilities

This is skilled and responsible mechanical work at the journeyman level in the maintenance, service and repair of automotive equipment. The incumbent performs skilled tasks in repairing light and heavy diesel/gasoline powered construction and automotive equipment.

#### 2.2 Health and Safety Responsibilities

The incumbent is responsible to conduct himself in a way that ensures his own health and safety and that of other persons at work. He must be conversant with the safety rules and regulations of the City of Campbellton. He is required to report to his immediate supervisor the existence of any hazards of which he is aware. He must also use or wear such protective equipment as required by regulation or as recommended by manufacturer. He has to inform his supervisor of any task for which he feels he has not received proper training.

#### 2.3 Tasks Profile

- Service, repair, adjust, test and overhaul various pieces of equipment including but not limited to trucks, excavators, bulldozers, loaders, graders, floats, half ton trucks, pumps, generators and all other City owned diesel and gasoline powered equipment, attachments, parts, components or systems.
- Troubleshoot and diagnose faults and malfunctions.
- Provide technical assistance in diagnosis and repair of heavy equipment to mechanic helper and other mechanics.
- Monitor quality control for work performed.



- Fabricate, modify and install special equipment or replacement parts using mills, lathes, welders, torch sets, metal cutting saws etc.
- Perform routine maintenance checks and adjustments on such things as fluid levels, hoses, belts, brakes, tires, clutches; change filters and oil, lubricate vehicles and motor driven equipment.
- Repair transmissions, carburetors, differentials, brakes, starters, electrical and hydraulic systems and all part of construction and automotive equipment.
- Overhaul and test generators, electric motors and related auxiliary equipment.
- Rebuild both diesel and gasoline engines, perform motor tune-ups.
- Dismantle, reassemble and calibrate diesel fuel injection pumps.
- Operate special equipment to test motors for horsepower output.
- Test repaired equipment for proper performance and ensure that work done meets manufacturer's specifications and legislated regulations.
- Road test vehicles.
- Make emergency field repairs.
- Listen to operator complaints.
- Perform basic welding work.
- Maintain vehicles appearance by cleaning and washing.
- Contain costs by using warranty, evaluating service and part options.
- Write service reports.
- Assist in training lower-level workers in mechanical repair techniques.
- Assign work to lower-level mechanics.
- Keep tools, equipment and work area clean, organized and in good working condition.
- Maintain a working knowledge of current industry best practices.
- Perform any other manual tasks related to Fleet that need to be done.
- Perform any other departmental related tasks as assigned by the immediate supervisor.

### **3. AUTHORITY LEVEL**

The incumbent reports to the Fleet Manager and maintains authority as determined by the immediate supervisor. The incumbent may also be called upon to supervise the work of lower level mechanics from time to time.

### **4. POSITION REQUIREMENTS**

#### **4.1 Mandatory Education**

- Possess a minimum of grade 12 education or equivalent, and/or meet the requirements of the Test of Workplace Essential Skills (TOWES).
- Have successfully completed Province of New Brunswick Certification of Heavy Equipment Service Technician.



4.2. Special Knowledge and skills

- Thorough knowledge of the methods, materials, equipment, tools and standard practices of repairing gasoline and diesel motor vehicles and engines commonly used in municipal services.
- Knowledge of safety issues in the use of tools, equipment and supplies used in repair of motorized vehicles and equipment.
- Skills in the use of a variety of hand tools.
- Skills in the use of welding equipment.
- Skills in the use of mechanized tools, jacks and hoists.
- Skills in the use of a variety of diagnostic testing and tuning equipment.

4.3 Mandatory Requirements and Experience

- Have a valid class 3E driver's license with air brake endorsement.
- Be physically fit and have good physical coordination.
- Have manual dexterity.
- Have written comprehension (ability to read and understand information – manuals and schematics).
- Have successfully completed the probationary or trial period.
- Have successfully completed a criminal background verification.
- Have successfully completed a driver's abstract verification.

4.4 Behavioral Qualities

The incumbent must:

- Be ready to follow orders from immediate supervisor.
- Be dependable and have the ability to reason and make decisions.
- Work well alone and as part of a team.
- Be willing to take on new tasks and learn new duties.
- Have the ability to tell when something is wrong or is likely to go wrong (problem sensitivity).
- Be able to visualize before and after work.
- Have abilities in problem solving.
- Be able to work in a safe manner.
- Be meticulous and precise.
- Have the ability to think logically and keep up with changes in technology.
- Be able to communicate effectively with supervisors, co-workers, subordinates and suppliers about repair work needed.



**5. REMUNERATION**

- As per Collective Agreement.

**6. HOURS OF WORK**

- As per Collective Agreement– This position is a full time permanent position.

**7. WORKING ENVIRONMENT AND TRAVEL REQUIREMENTS**

- Indoor work mainly - year round basis – shop environment.
- Some outdoor work – occasionally – all types of weather conditions.
- Work of physical nature (move heavy objects, work in cramped and awkward positions).
- Potential exposure to fumes, sparks, etc.

**8. OPERATIONAL REQUIREMENTS**

- Availability for overtime work is required – Evenings and weekends.

**9. JOB DESCRIPTION APPROVAL**

9.1 Departmental Level

Approved by: Steve Drolet Initials: \_\_\_\_\_

Title: Fleet Manager

Date of Approval: October 13, 2021

9.2 City Administration Level

Approved by: Manon Cloutier Initials: \_\_\_\_\_

Title: Chief Administrative Officer

Date of Approval: Le 13 octobre 2021

**10. RECEIPT BY INCUMBENT**

I have received a copy of this job description:

Name: \_\_\_\_\_

Signature of incumbent: \_\_\_\_\_

Date: \_\_\_\_\_