



City of Campbellton

Job Description

## Mechanic Helper

**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: Mechanic Helper  
Reports to: Fleet Manager  
Last revised date: November 27, 2021



## MECHANIC HELPER

### 1. IDENTIFICATION

- |     |                       |                           |
|-----|-----------------------|---------------------------|
| 1.1 | Organisation:         | City of Campbellton       |
| 1.2 | Department:           | Fleet                     |
| 1.3 | Job Title:            | Mechanic Helper           |
| 1.4 | Job Status:           | Unionized – CUPE Local 76 |
| 1.5 | Immediate Supervisor: | Fleet Manager             |
| 1.6 | Last revised date:    | November 27, 2021         |

### 2. TASKS AND RESPONSIBILITIES

#### 2.1 Summary of Responsibilities

This is basic and entry level mechanical work in the maintenance, service and repair of diesel/gasoline powered automotive vehicles, light trucks, heavy equipment and construction trucks under the guidance of a licensed mechanic.

#### 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;
- comply with the Occupational Health and Safety Act and Regulations;
- be conversant with and follow the safety rules and regulations of the City of Campbellton;
- report to his immediate supervisor the existence of any hazards of which he is aware;
- use or wear such protective equipment as required by regulation or as recommended by manufacturer;
- consult and co-operate with the Joint Health and Safety Committee and any person responsible for the enforcement of the OH&S Act and its Regulations;
- report workplace injuries and illness to employer;
- participate in training and inform his supervisor of any task for which he feels he has not received proper training.

#### 2.3 Tasks Profile

- Assist experienced mechanic with their job duties.
- Perform all aspects of preventive maintenance on vehicles and equipment as trained.



- Help with the repair, overhaul and testing of diesel and gasoline powered equipment and attachments, generators, electric motors and related auxiliary equipment.
- Use hand tools as well as power tools.
- Move vehicle and parts.
- Remove and reassemble parts.
- Assist in the operation of hydraulic jacks or hoists.
- Inspect vehicles and note important observations for the mechanics.
- Test drive equipment.
- Pick up and deliver vehicles as directed.
- Keep tools and work area clean.
- Wash, clean and vacuum equipment.
- Pick up parts from suppliers and return unused parts.
- Assist the Motor Vehicle Body Repairer as required.
- 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. The incumbent has no authority over other personnel.

### 4. POSITION REQUIREMENTS

#### 4.1. Mandatory Education

- Possess mechanical experience; OR
- Be registered into an apprenticeship training program in New Brunswick in the truck and transport service technician occupation; OR
- Be registered into an apprenticeship training program in New Brunswick in the heavy equipment service technician occupation.
- *\*Required education will be determined by the City at time of posting.*

#### 4.2. Special Knowledge and Skills

- Good 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 and power tools.
- Ability to learn new skills.

#### 4.3. Mandatory Requirements and Experience

- Have a valid class 5 driver's license.
- Be physically fit and have good physical coordination.
- Have manual dexterity.
- Have basic reading, writing and numeracy skills.



- Have successfully completed the probationary or trial period.
- Have successfully completed a criminal background verification.
- Have successfully completed a driver`s abstract verification.
- Have a minimum of 3 years of relevant experience in trade or related work (if not registered into a related apprenticeship training program in New Brunswick)

**4.4. Behavioral Qualities**

The incumbent must:

- be ready to follow orders from immediate supervisor;
- work well in a team;
- be dependable;
- be willing to take on new tasks and learn new duties.

**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).
- Garage environment - potential exposure to fumes, sparks, etc.
- Occasional out-of-town travel for training purposes.

**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: November 29, 2021



9.2 City Administration Level

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

Title: Chief Administrative Officer

Date of Approval: November 29, 2021

**10. RECEIPT BY INCUMBENT**

I have received a copy of this job description

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

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

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