



## IDENTIFICATION

Department	Position Title	
Infrastructure	Apprentice Automobile Technician/Mechanic	
Position Number	Community	Division/Region
33-14558	Hay River	Highway/South Slave

## PURPOSE OF THE POSITION

The Apprentice Automotive Technician/Mechanic provides support to ensure that light, mobile and fixed, equipment that is used for maintaining the department's infrastructure is maintained, repaired, or reconditioned in a timely, efficient, dependable and orderly manner, in accordance with manufacturer's specifications and departmental policy and procedures.

## SCOPE

Reporting to the Supervisor, Maintenance Facility this is an apprentice position working under the supervision of a Journeyman tradesperson and is responsible for providing maintenance and repair services for the department's mobile equipment fleet and stationary power units at the Hay River Maintenance facility

Utilizing the Computerized Maintenance/Inventory Management system (Webworks) the Apprentice Automotive Technician/ Mechanic supports a planned service, maintenance and repair program for all mobile equipment and stationary power units at the Hay River Highway Maintenance Facility.

## RESPONSIBILITIES

### **1. Enter work orders for maintenance and completed repair activities by:**

- Ensuring completeness, accuracy and compliance to the established (Webworks) data entry procedures, standards, guidelines and policies.
- Ensuring work orders created in (Webworks) are completed on a timely and efficient basis to allow for on-going evaluation of equipment condition.
- Ensuring the availability of information required through support of (Webworks) for cost effective fleet management and compliance of required data entry of maintenance activities.

- 2. Recondition components that have a shorter lifespan than the equipment frames or bodies, to restore the components to original specified capability by:**
  - Analyzing and inspecting failure to determine cause and extent of repairs as necessary;
  - Dismantling components such as engines, transmissions, differentials, electrical equipment, hydraulic systems, air systems, etc.;
  - Measuring surfaces and refurbishing by polishing;
  - Identifying parts within a component;
  - Reassembling components and adjusting to original specifications.
- 3. Repair equipment that has failed mechanically to restore it to its original specified capability, by:**
  - Dismantling equipment;
  - Inspecting and measuring for worn and failed components;
  - Identifying parts required and preparing parts orders;
  - Replacing components;
  - Reassembling equipment and adjusting to original OEM specifications;
  - Cleaning and painting components or whole equipment.
- 4. Service equipment to reduce incidence of early or untimely failure by:**
  - Conducting preventative maintenance servicing using the preventative maintenance program;
  - Adjusting components in accordance with service manuals;
  - Cleaning components;
  - Checking or replacing fluid and filters.
- 5. Perform other duties such as:**
  - Completing service reports and time cards;
  - Maintaining shop equipment and tools;
  - Assisting operators by relating required maintenance procedures;
  - Keeping work area clean and free of safety hazards;
  - Participating in the Departmental Occupational Health and Safety Program.
- 6. Travel to field maintenance camps on the NWT highway system to provide service and repairs to mobile fleet as required.**
- 7. Recondition, rebuild, and repair equipment with a dollar value of \$100.00 to**
  - \$2,000.00 in parts and materials per unit.
  - Control the extent and nature of repairs within the original estimates. Where, during the course of the work, the mechanic finds cost estimates will increase; they will bring this to the attention of the Supervisor for review.
- 8. Preventative maintenance checks; A, B, & C with a dollar value of \$100.00 to**
  - \$2,000.00 dependent of level of PM and type of equipment.

- Determine the timing and requirement for level of Preventative Maintenance for the particular unit and proceeds at own discretion.

**9. Prepare condition reports of a particular unit that can lead to repair in the amounts shown above or recommend for surplus and replacement of the unit. Replacement costs of mobile equipment range from \$1,000.00 to \$500,000.00.**

- Complete the condition reports based on the observations from inspection, experience and knowledge and make recommendations for repair or replacement to the Supervisor, Maintenance Facility.

## **WORKING CONDITIONS**

### **Physical Demands**

All of the duties require some level of physical effort. Most include strenuous physical effort for the full duration of the workday. The effort would include heavy lifting, stretching, reaching, operation of tools and other Automotive and Light Equipment. Both upper and lower body physical strength and agility are required.

### **Environmental Conditions**

Although most of the duties are conducted within a heated and ventilated workshop, there will be some requirement to conduct these duties in the field, out of doors, in extreme summer/winter conditions and in remote locations. All duties will include exposure to fumes, fuels, oils, lubricants, other solvents, and somewhat dangerous or hazardous working conditions.

### **Sensory Demands**

All five senses are deployed in all duties to investigate and determine the nature of problems in equipment servicing and repair. Attention of all senses, in particular hearing, sight, smell, must be paid during the course of the work, to ensure the safety of the HEM and co-workers.

### **Mental Demands**

Creativity, innovation and well thought out approaches to equipment servicing and repair are required in all duties to ensure economic and efficient maintenance of the equipment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standard equipment repair methods, tools, equipment and techniques.
- Knowledge of all equipment, from heavy to light, mobile equipment to stationary units such as generator sets.
- Ability to locate and diagnosis mechanical problems.
- Ability to interpret diagrams and specifications.
- Ability to complete written estimates, shop repair orders, condition reports and other reports associated with equipment service and repair.
- Ability to operate equipment for test purposes.

- Ability to understand apprenticeship theory, training and interpret service, repair and parts manuals.
- Ability to communicate effectively with supervisor and clients to perform the required work.

**Typically, the above qualifications would be attained by:**

Eligibility to write the Trades Entrance Exam, which for an automobile technician/mechanic requires successful completion of English 30-2, Math 30-3 and Physics 20 or Chemistry 20 or Science.

Related experience is an asset.

Hold a valid NWT Class 5 driver's license.

Continued employment as an apprentice is conditional upon the successful completion of the trade's entrance exam and successful completion of the required hours of experience, coursework and exam for each level in the apprenticeship program.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous language:** Select language

Required  
 Preferred