



IDENTIFICATION

Department	Position Title	
Infrastructure	Apprentice Regional Heavy Equipment Mechanic	
Position Number	Community	Division/Region
33-16055	Behchokò	North Slave Region

PURPOSE OF THE POSITION

The Apprentice Regional Heavy Equipment Mechanic ('Apprentice Regional HEM') is responsible for maintaining, repairing and or the reconditioning of all heavy and light equipment used in the maintenance of roads, bridges, airports and highway camps in the North Slave Region.

SCOPE

Located at the Edzo Highway Maintenance Camp and reporting to the Regional Manager, Highway Operations, the Apprentice Regional HEM assists in implementing a planned service, maintenance and repair program for all heavy and light equipment used in the North Slave Region (approximately 120 units) to provide maximum equipment availability, operating at their optimum capacity. The incumbent also works periodically at the Combined Services building in Yellowknife.

The Apprentice Regional HEM reconditions, rebuilds and repairs equipment with a dollar value of \$100 to \$40,000 in parts and materials per unit. The Apprentice Regional HEM controls the extent and nature of repairs within the original estimates and brings any increases to cost estimates to the attention of the Regional Manager, Highway Operations for review.

This position is responsible for preventative maintenance (PM) checks: A, B and C with a dollar value of \$100 to \$2,000 depending on level of PM and type of equipment. The Apprentice Regional HEM determines the timing and requirement for level of PM for the particular unit and proceeds at own discretion.

The Apprentice Regional HEM is responsible for Condition Reports, where inspections of a particular unit can lead to repair in the amounts shown above or recommendations for surplus



and replacement of the unit. Replacement mobile equipment can range from \$1,000 to \$300,000. The Apprentice Regional HEM completes condition reports based on experience and knowledge and makes recommendations for repair or replacement to the Regional Manager, Highway Operations.

RESPONSIBILITIES

1. Recondition components that have a shorter lifespan than the equipment frames or bodies to restore the components to original specifications capabilities by:

- Analyzing and inspecting mechanical failures, to determine cause and extent of repairs as necessary.
- Dismantling and reassembling components such as engines, transmissions, differential, electrical equipment, hydraulic systems, air systems etc.
- Reassembling components and adjusting to original specifications.

2. Repair equipment that has failed mechanically or electronically, to restore its original specified capability by:

- Analyzing failure to determine cause and extent of repairs needed.
- Operating diagnostic equipment for on board computer control systems.
- Dismantling equipment.
- Inspecting and measuring for worn or 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.

3. 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 fluids and filters.

4. Perform other duties such as:

- Welding, brazing and soldering.
- Completing service reports and timecards.
- Maintaining shop equipment and tools.
- Submitting expenditure bills and invoices with proper financial coding.
- Operating a computer for basic functions (email, etc.).
- Maintaining shop equipment and tools.
- Monitoring and replenishing parts inventory.



- Procurement of parts and materials required for equipment maintenance and repair.
- Assisting operators by relating required maintenance procedures.
- Keep work area clean and free of safety hazards.

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 heavy 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, outdoors, in extreme summer and winter weather 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 engaged in all duties to investigate and determine the nature of problems in equipment servicing and repair. Attention of all senses, in particular hearing, sight, and smell must be paid during the course of the work, to ensure the safety of the Apprentice Regional HEM and colleagues.

Mental Demands

Demands for equipment use, especially during inclement weather periods, may cause rescheduling and changes to plans made by the HEM for servicing and repair. Repair work may be required in remote locations, with little notice and at other than regular hours.

The incumbent is required to travel on the NWT highway system to provide service and repairs to mobile fleet as required.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of diagnostic equipment used for on board computer systems.
- Knowledge of electronic systems, especially in newer equipment. Broad knowledge of all equipment, from heavy to light, mobile equipment to stationary units such as generator sets.
- Ability to understand apprenticeship theory and training, and interpret service and parts manuals.
- knowledge of standard repair methods, tools, equipment and techniques.
- Ability to locate and diagnose mechanical/electronic problems.
- Ability to interpret diagrams and specifications.
- Ability to understand and apply financial coding to bills and invoices.
- Ability to understand and use a personal computer for basic applications (keyboarding, email, database, etc.).
- Verbal communication skills are required to relay information on equipment repair/service requirements.
- Written communication skills to produce estimates, shop repair orders, condition reports and other paperwork associated with equipment service and repair.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a high school diploma and six (6) months relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Successful completion of the Apprentice Entrance Exam

A medical clearance to confirm fitness to perform physical requirements of position.

A Class 3 Drivers License with Air brake endorsement to operate equipment for testing purposes or must be able to obtain this within 18 months of hire.

Apprentice Regional HEM must supply a full set of mechanical hand tools of proven quality.

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