



## IDENTIFICATION

Department	Position Title	
Infrastructure	Apprentice Heavy Equipment Mechanic	
Position Number	Community	Division/Region
33-16266	Inuvik	Airport Operations/Beaufort Delta

## PURPOSE OF THE POSITION

The Apprentice Heavy Equipment Mechanic will assist in maintaining, repairing and/or the reconditioning of all heavy and light equipment required in the Inuvik Regional Airports and in the Beaufort Delta Region Airport operations.

## SCOPE

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods, motor vehicle and mechanical/electrical regulatory services and fleet management.

On behalf of the Government of the Northwest Territories (GNWT) the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

Located at the Airport Operations Building the Apprentice Heavy Equipment Mechanic reports to the Supervisor of Surface and Mobile. The Apprentice Heavy Equipment Mechanic will assist in implementing a planned service maintenance program. As a result of the planned service maintenance program all heavy and light equipment utilized in the Beaufort Delta region will operate at their optimum capabilities and maximum equipment availability will be provided.



The Apprentice Heavy Equipment Mechanic assists the Heavy Equipment Mechanic in daily tasks including maintaining control of shop supplies and maintaining a clean and safe work environment in the Regional Repair Facility.

The duties of this position require extensive travel within the Beaufort Delta regions and working regular hours plus overtime.

### **RESPONSIBILITIES**

- 1. Reconditions components that have a shorter lifespan than the equipment frames or bodies to restore the components to original specified capability 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.
  - Measuring surfaces and refurbishing by polishing.
  - Identifying parts within a component.
  - Reassembling components and adjusting to original specifications.
- 2. Enter work orders for maintenance and completed repair activities by:**
  - Ensuring completeness, accuracy and compliance with established maintenance management system data entry procedures, standards, guidelines, and policies.
  - Ensuring work orders created in Webworks are completed in a timely and efficient basis to allow for on-going evaluation of equipment condition.
  - Ensuring the availability of information required through support of maintenance management system for cost effective fleet management and compliance of required data entry of maintenance activities.
- 3. Repair equipment that has failed mechanically, to restore it to its original specified capability by:**
  - Analyzing failure to determine cause and extent of repairs needed.
  - 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 (Original Equipment Manufacturer) specifications.
  - Cleaning and painting components or entire piece of equipment.
- 4. Services 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 on vehicle fleet and heavy equipment including generators.

**5. Preventative Maintenance (PM) checks; A, B, and C:**

- Assists the HEM in determining the timing and requirement for level of PM for a particular unit.

**6. Maintain associated records and implement approved standards and practices.**

- Complete work orders and identify parts and supplies used.
- Record and report defects and potential for equipment and power unit failure to the Manager.
- Recommend and prepare requisitions for parts and materials.
- Complete parts and materials stock control records.
- Maintain accurate vehicle history files including fuel consumption, usage and maintenance performed.
- Maintain accurate inventories for all GNWT provided tools, mobile equipment and other assets as necessary.
- Make travel arrangements and complete associated travel documents when scheduling repairs to community equipment.

**7. Provide support functions.**

- Maintain a safe and orderly work environment.
- Assist in snow removal or ice control duties during emergencies.
- Provide mechanical support and operational assistance at remote sites, as and when required.
- Assist other operational and tradespeople, as required.
- Operate a computer for basic functions (reports, spreadsheets, e-mail, Winworks software).
- Provide support in emergency situations, as directed.
- Welding, brazing and soldering.
- Cleans and washes fleet.
- Completing service reports and timecards.
- Maintaining shop equipment and tools



## **WORKING CONDITIONS**

### **Physical Demands**

Some level of physical effort required throughout the workday. Activities will include moderate lifting, stretching, reaching, operation of tools and other heavy equipment.

### **Environmental Conditions**

Required to occasionally work outdoors in remote locations under variable weather conditions. The Apprentice Heavy Equipment Mechanic will be exposed to fumes, fuels, oils, lubricants and other solvents. Travel will be required throughout the year via fixed and rotary wing aircraft as well as by truck to remote locations.

### **Sensory Demands**

This position works in and around heavy equipment which requires being alert to potential hazards always associated with an industrial workplace.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to sign off on equipment.
- Ability to carry out required duties of position efficiently.
- Knowledge of heavy, light, mobile and stationary equipment.
- Knowledge of standard repair methods, tools, equipment and techniques.
- Ability to locate and diagnose mechanical problems.
- Ability to interpret diagrams and specifications.
- Verbal communication skills to relay information about equipment repair and service requirements to operators, HEM, suppliers, Manufacturer's and field supervisors.
- Written communication skills for completing 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 Apprentice Entrance Exam and six (6) months of relevant experience.

Equivalent combinations of education and experience will be considered.



## **ADDITIONAL REQUIREMENTS**

A valid class 5 driver's license.

Medical clearance to perform physical requirements of position.

### **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