



IDENTIFICATION

Department	Position Title	
Infrastructure	Heavy Equipment Mechanic	
Position Number	Community	Division/Region
33-16324	Inuvik	Facilities/Beaufort Delta

PURPOSE OF THE POSITION

The Heavy Equipment Mechanic (HEM) is a technical expert and contributes to the safe and reliable operation of the Department of Infrastructure of all heavy and light mobile equipment and fixed equipment that is used for maintaining the departments infrastructure.

All light and Heavy Equipment is maintained, repaired, or reconditioned in a timely, dependable, and orderly manner in accordance with the manufacturers specifications and departmental policy and procedure.

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 Inuvik Regional Repair Facility and reporting to the Regional Facilities Manager, the Heavy Equipment Mechanic implements a planned service, maintenance and



repair program for all heavy and light equipment utilized in the Beaufort Delta Region to provide maximum equipment availability, operating at their optimum capability.

This position travels extensively within the Beaufort Delta regions and works regular hours plus overtime.

RESPONSIBILITIES

- 1. Plan, Organize, and implement the maintenance program for the department of Infrastructure mobile equipment and stationary power units.**
 - Ensure preventive maintenance system inventory is accurate for all heavy and light equipment and stationary power units.
 - Review preventive maintenance system schedule annually and ensure all maintenance is scheduled in accordance with the requirements of the manufacturer and the department.
 - Complete all records associated with preventive maintenance system and maintain accurate history files for each asset.
 - Order annual petroleum and filter supplies necessary to perform scheduled preventive maintenance tasks.
- 2. Service and repair mobile equipment and stationary power units as required and in accordance with maintenance schedules.**
 - Service heavy equipment, light vehicles, and stationary power units in accordance with the preventive maintenance program and manufacturers requirements.
 - Carry out fault diagnoses to determine the cause of vehicle or unit failure.
 - Replace and restore faulty and defective components, and sub-component parts.
 - Carry out emergency repairs and make alternative arrangements in response to equipment failures, to minimize the impact on regional operations.
 - Ensure proper completion of Work Orders and Work Requests following the formulates and implements work programs and follows approved work methods, procedures, and acceptance criteria.
 - Establish operation and maintenance costs, and capital costs of new systems, equipment, and installations.
- 3. Manage a planned maintenance program by carrying out major overhauls to mobile equipment and stationary power units.**
 - Diagnose faults in components and determines restoration requirements.
 - Dismantle, refurbish, replace, and reassemble components to original specifications.
 - Clean and paint equipment as required.
 - Test mobile equipment and stationary power units.



4. 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.
- Prepare and administer maintenance contracts, inspect completed work, and recommend payment of invoices.
- Make travel arrangements and complete associated travel documents when scheduling repairs to community equipment.
- HEM completes condition reports based on experience and knowledge and makes recommendations for repair or replacement to the Facilities Manager, Mobile Equipment. Replacement costs of mobile equipment range from \$1000.00 to \$500,000.00.

5. Provide Support functions.

- Maintain a safe and orderly work environment.
- Assist in snow removal or ice control duties during emergencies.
- Supervise and trains apprentices and casual staff as required.
- 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).
- Provide support in emergency situations, as directed.
- Welding, brazing, and soldering.
- Ensures the Maintenance Inventory Software is supported and maintained.

6. HEM will be responsible for the care and maintenance of supplied service vehicle, tools, and repair equipment.

WORKING CONDITIONS

Physical Demands

All 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 is 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. Some travel in small airplanes.

Sensory Demands

Four key senses are developed 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 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. Demands for equipment use especially during inclement weather periods may cause rescheduling and changes to plans made by the HEM for servicing and repair.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of all equipment, from heavy to light, mobile equipment to stationary units such as generator sets.
- Knowledge of standard repair methods, tools, equipment, and techniques.
- Knowledge and experience on motor graders, highway trucks, tractors, loaders, and crawler tractors.
- Ability to sign off equipment, to train apprentice mechanics and to carry out the duties of the job efficiently.
- Ability to locate and diagnose mechanical problems.
- Ability to interpret diagrams and specifications.
- Teaching, supervisory and communication skills to train apprentice mechanics.
- Time management and organization skills to estimate resource requirements for repairs and to complete the necessary shop repair orders and condition reports.
- Able to prioritize work based on operational demand and decision-making ability.
- Verbal communication skills are required to relay information on equipment repair/service requirements to operators and Field Supervisors.
- Written communication skills required to complete estimates, shop repair orders, condition reports and other paperwork associated with equipment service and repair. Occasional contact is with the equipment operators to give maintenance instruction on newly repaired equipment.

- 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:

Journeyman Heavy Equipment Certification with six months of experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Class 3 Driver's License with air to operate equipment for test purposes or must be able to obtain this within 3 months of hire.

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