



IDENTIFICATION

| Department | Position Title | |
|-----------------|---|---------------------------|
| Infrastructure | Apprentice Automotive Technician/Mechanic | |
| Position Number | Community | Division/Region |
| 33-16347 | Inuvik | Facilities/Beaufort Delta |

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 manufacture's specifications and departmental policy and procedures.

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 Apprentice Automotive Technician/ Mechanic assists in implementing a planned service, maintenance and repair program for all light equipment utilized in the Beaufort Delta Region to provide maximum equipment availability, operating at their optimum capability. This position assists the Automotive Mechanic daily; maintains control of shop supplies; and



maintains a clean and safe working environment in the Regional Repair Facility.

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

RESPONSIBILITIES

The Apprentice will spend a variable amount of time on each duty depending on the level of education and experience attained within the Apprenticeship Program, as well as operational considerations such as location and workload.

1. Enters work orders for maintenance and completed repair activities by:

- Ensuring completeness, accuracy, and compliance to the established (FIXX) 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 (FIXX) for cost effective fleet management and compliance of required data entry of maintenance activities.

2. 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.

3. Repairs equipment that has failed mechanically, to restore it to its original specified capability by:

- Dismantling equipment.
- Analyzing failure to determine cause and extent of repairs needed.
- 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.



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. Performs other duties such as:

- Completing service reports and timecards.
- 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.
- Travels to field maintenance camps on the NWT highway system and Marine Camps to provide service and repairs to mobile fleet, Heavy Equipment, and generators as required.

6. Reconditions, rebuilds, and repairs equipment:

- Control the extent and nature of repairs within the original estimates. Where, during work, the mechanic finds cost estimates will increase; they will bring this to the attention of the Supervisor for review.

7. Completes 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.

8. Prepares 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.

9. Maintains 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.

10. Provides 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 require.
- Operate a computer for basic functions (reports, spreadsheets, e-mail, Webworks software).
- Provide support in emergency situations, as directed.
- Welding, brazing and soldering.
- Cleans and washes fleet.
- Assist the Automotive Mechanic in completing condition reports based on experience and knowledge and makes recommendations for repair or replacement to the HEM or the Facilities Manager.
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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

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/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. Travel by fixed/rotary wing aircraft and truck to remote locations throughout the year. This exposes the position to the risk of cold, heat, extreme weather conditions and injury in the event of an emergency.

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 aware during work, to ensure the safety of self 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.
- 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:

A grade 12 education with six months of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

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

A valid NWT Class 5 driver's license.

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