



IDENTIFICATION

Department		Position Title	
Infrastructure		Apprentice Heavy Equipment Mechanic	
Position Number	Community	Division/Region	
33-17098	Norman Wells	Sahtu	

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 Sahtu region.

SCOPE

Located at the Norman Wells Airport and reporting to the Supervisor of Surface Structures, the Apprentice Heavy Equipment Mechanic assists in implementing a planned service, maintenance and repair program for all heavy and light equipment utilized in the Sahtu Region to provide maximum equipment availability, operating at their optimum capability.

The Apprentice Heavy Equipment Mechanic assists the Heavy-Equipment Mechanic (HEM) daily; maintains control of shop supplies; and maintains a clean and safe working environment in the Regional Repair Facility.

The Apprentice Heavy Equipment Mechanic travels extensively within the Sahtu region and works regular hours plus overtime.

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.

RESPONSIBILITIES

- 1. Recondition components that have a shorter lifespan than the equipment frames or bodies to restore the components to original specified capability.**



- Analyze and inspect mechanical failures, to determine cause and extent of repairs as necessary.
 - Dismantle and reassemble components such as engines, transmissions, differential, electrical equipment, hydraulic systems, air systems etc.
- 2. Repair equipment that has failed mechanically, to restore it to its original specified capability.**
- Analyze failure to determine cause and extent of repairs needed.
 - Inspect and measure for worn or failed components. Identify parts required and prepare parts orders.
- 3. Service equipment to reduce incidence of early or untimely failure.**
- Conduct preventative maintenance servicing using the preventative maintenance program.
 - Adjust components in accordance with service manuals.
 - Clean components.
 - Check or replace fluids and filters on vehicle fleet and heavy equipment including generators.
- 4. Preventative maintenance (PM) checks; A, B and C.**
- Assist the HEM in determining the timing and requirement for level of PM for a particular unit.
- 5. 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 inventory 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.
- 6. 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.
- Conduct welding, brazing and soldering.
- Clean and wash fleet.

7. Complete condition reports.

- Assist the HEM in completing condition reports based on experience and knowledge and make recommendations for repair or replacement to the HEM or the Facilities Manager.

WORKING CONDITIONS

Physical Demands

Physical effort is required throughout the workday. Activities will include lifting, stretching, reaching, operation of tools and other heavy equipment.

Environmental Conditions

Duties normally carried out in a workshop; however, there will be a requirement to work in the field, i.e. outdoors in remote locations under variable weather conditions.

Sensory Demands

Position is working on and around heavy equipment; incumbent must remain alert at all times to the potential hazards normally associated with an industrial workplace.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Practical knowledge of heavy, light, mobile and stationary equipment.
- Depending on the level of education and experience attained within the Apprenticeship Program, the incumbent may be required to sign off equipment.
- Knowledge of standard repair methods, tools, equipment and techniques, and the ability to interpret diagrams and specifications and locate and diagnose mechanical problems.
- Verbal communication skills are required to relay information on equipment repair/service requirements to operators, HEM; suppliers/manufacturers and field supervisors.



- Written communication skills required to complete 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 1 year of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Successful completion of the Apprentice Entrance Exam

Incumbent(s) must possess a medical clearance to confirm fitness to perform physical requirements of the position.

Class 3 Driver's License with air to operate equipment for test purposes or must be able to obtain this within 18 months of hire.

Position Security

- ☒ 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