



IDENTIFICATION

Department	Position Title	
Infrastructure	Mechanic's Helper	
Position Number	Community	Division/Region
33-17159	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Mechanic's Helper will assist the Heavy Equipment Mechanics in performing maintenance, planned service, and repairs on heavy and light vehicles and equipment used at the Yellowknife Airport.

SCOPE

This position is located in Yellowknife and reports to the Manager, Operations and Maintenance.

Under the supervision of a licensed Heavy Equipment Mechanic (HEM), the Mechanic's Helper assists with planned service, maintenance and repair program for all heavy and light equipment used at the Yellowknife Airport in order to provide maximum equipment availability, operating at their optimum capability.

RESPONSIBILITIES

1. Assist Heavy Equipment Mechanic to recondition and/or repair mechanical components and equipment as instructed, by:

- Assisting with determining cause of failure and extent of repairs needed.
- Operating diagnostic equipment for onboard computer control systems.
- Assisting with the dismantling and reassembly of components such as engines, transmissions, differential, electrical equipment, hydraulic systems, air systems etc.
- Identifying parts required and preparing parts orders.
- Inspecting and measuring for worn or failed components.
- Measuring surfaces and refurbishing by polishing.
- Assisting with adjusting equipment to original OEM specifications.



- Cleaning and painting components or whole equipment.
- Assisting mechanic with welding, brazing and soldering.

2. Services equipment to reduce incidence of early or untimely failure by:

- Conducting preventative maintenance servicing using the preventative maintenance program.
- Assists with adjusting components in accordance with service manuals.
- Cleaning components.
- Checking or replacing fluids and filters.

3. Assist with administrative, safety, and maintenance functions:

- Assisting with service reports and timecards.
- Maintaining shop equipment and tools.
- Monitoring and replenishing parts inventory.
- Assisting the mechanic with the 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 (i.e., tidying, sweeping, appropriate handling of small spills).

WORKING CONDITIONS

Physical Demands

Stretching, reaching, operation of tools and other heavy equipment, and some heavy lifting is required for the duration of the workday.

Environmental Conditions

Work occurs mainly in a heated and ventilated workshop, however there is occasional requirement to work at sites away from the workshop in a variety of weather conditions. There is exposure to fumes, occasional loud sounds, and potentially hazardous materials.

Sensory Demands

Sight, hearing, smell and touch are involved simultaneously at times in order to determine the nature of problems with the equipment. Sight and hearing are engaged simultaneously during the shift to ensure overall awareness and adherence to occupational health and safety protocols.

Mental Demands

No unusual demands.



KNOWLEDGE, SKILLS AND ABILITIES

- Observational and problem-solving skills.
- Ability to follow instructions
- Ability to operate hand tools
- Ability to learn to operate a variety of equipment
- Ability to learn mechanical diagnostic procedures
- Able to perform tasks requiring repetitive, moderate physical exertion
- Ability to read and understand service and repair manuals.
- Ability to work consistently at assigned tasks to completion.
- Ability to operate common computer office software (such as word processing, spreadsheets, email)
- 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 grade 8.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Class 5 Drivers' 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