

EMPLOYMENT OPPORTUNITY

APPRENTICE MECHANIC (2ND OR 3RD YEAR)

POSITION SUMMARY

An employee in this classification will assist in and perform the maintenance and repair of all Town owned vehicles and equipment. They will perform the maintenance and repairs on equipment as required within the Town fleet as well as at the water pump houses and reservoirs, sewage pumping stations, storm lift stations and stationary engines as directed by the Municipal Services Manager.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community and as such, serves the public with courtesy and respect.

As an employee, this person shall establish and maintain a good working relationship with employer(s), Municipal Services Staff and all other departments. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- Performs mechanical maintenance and repairs for all Town vehicles and equipment.
- When directed, will provide the technical supervision and support to employees when they are assisting with maintenance and repair work on Town vehicles and equipment.
- Responsible for the operation of fleet maintenance and repair in the absence of the Head Mechanic and/or Mechanic.
- Performs the mechanical maintenance on equipment as required at the water pump houses and reservoirs, sewage pumping stations, storm lift stations, and other Town facilities as directed by the Municipal Services Manager.
- Assists with maintaining comprehensive and up-to-date records on the repairs performed on all vehicles and equipment.
- Assists with the equipment and vehicle inspections as required to ensure certification compliance.
- Ensure the Occupational Health & Safety Regulations affecting work are followed and abides by the policies and procedures outlined in the Town of Vegreville Safety Manual.
- Recommends to the Head Mechanic policies, procedures and programs for accomplishing objectives of the department and for enhancing services to the public.
- May take standby and lift station duties.
- Performs other Town related work as may be necessary as directed by the Municipal Services Manager.

QUALIFICATIONS & KEY COMPETENCIES

- Qualifies as a 2nd or 3rd Year Apprentice as per the Alberta Provincial Regulations.
- Minimum of Grade 12.
- Capable of working with minimum supervision.
- Good interpersonal and communication skills.
- Physically capable of performing assigned duties. (Medical may be required)

QUALIFICATIONS & KEY COMPETENCIES (cont.)

- Possess and retain a valid Class 5 Alberta Operators License with "Q" endorsement and attain Class 3 Alberta Operators License.
- Capable of maintaining a professional relationship with employer(s), fellow employees and the general public.
- Have a good working knowledge of safety standards and practices and the ability and desire to implement them.
- First aid and cardiopulmonary resuscitation are considered to be assets in this position.

Application deadline is Tuesday, June 18, 2024, at Noon. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.