



Apprentice Mechanic

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

This position operates in conjunction with the Ministry of Training, Colleges and Universities and reflects the Ministry's educational and experiential requirements for an Automotive Service Technician Apprenticeship. The success candidate must be willing to obtain the Automotive Technician Trade Certificate.

You **must** have an Ontario Secondary School Diploma or equivalent **and** full Ontario Driver's License with a satisfactory driving record and willing to upgrade to Class "DZ". Other qualifications include:

- Enrollment in the Automotive Technician Trade program
- Mechanical aptitude
- Willingness to learn and practice new skills
- Listening, understanding and responding
- Technical knowledge of principles, procedures, practices associated with vehicle and truck maintenance and repair
- Technical knowledge of tools, mechanical equipment and methods
- Applied technical knowledge of vehicle and truck mechanics
- The successful candidate must have their own tools and toolbox.

The hourly rate for this position is \$20.00, based on 40 hours per week. If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

To apply for this position please visit [click here](#). The deadline for receiving applications is 12:00 **NOON** local time on **Wednesday August 17, 2022**. Only applicants chosen for interviews will be contacted.

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

Department: Infrastructure Services
Division: Roads and Fleet Division
Reports to: Supervisor, Fleet Services

Position Objective

This position operates in conjunction with the Ministry of Training, Colleges and Universities and reflects the Ministry's educational and experiential requirements for an Automotive Service Technician Apprenticeship. The successful candidate must be willing to continue with the Truck Coach Technician Program upon obtaining the Automotive Technician Trade Certificate.

Duties & Responsibilities

General duties

Duties evolve as the incumbent moves through the apprenticeship program. They include:

- Assist mechanics with light and heavy-duty repairs, including:
 - maintain, repair, and overhaul vehicles either in the shop or in the field
 - diagnose faults or malfunctions
 - adjust, repair or replace defective parts, components or systems
- Learn and interpret work orders and technical manuals
- Keep equipment cleaned, lubricated and maintained
- Ensure work is done safely and in compliance with manufacturers' specifications and legislated requirements, all under the supervision of a licensed mechanic

Education & Experience

- **Education (Knowledge) - OSSD**
- Acceptance into an apprenticeship program approved by the province
- Valid Class "G" driver's license and upgrade to Class "DZ" within one (1) year with driving record acceptable to The Corporation
- **Experience & Training** – Over two years, up to and including three years

Knowledge

- Technical knowledge of principles, procedures, practices associated with vehicle and truck mechanics and repair
- Technical knowledge of tools, mechanical equipment and methods

- Applied, technical knowledge of vehicle and truck mechanics
- Technical knowledge of the Occupational Health & Safety Act, particularly safe work practices, safe operation of tools and equipment
- General knowledge of office procedures, Microsoft Office, HCL Notes and protocols

Skills and Ability

- Ability to work independently and in a team setting
- Anticipates obstacles to success
- Communicates in a logical and organized manner
- Coordination of coarse and fine movements where speed is a moderate consideration
- Creates cooperative work environment
- Customer service orientation
- Demonstrated mechanical aptitude
- Displays self-motivation and interest in improving technical knowledge/skills
- Some tasks demand accurate coordination of fine movements where speed is not a consideration
- Planning and initiative
- Safely operates/maintains a variety of hand tools, power tools, vehicles, grounds keeping and construction equipment, particularly tight quarters
- Good driving skills
- Suggests improvements
- Mechanical aptitude
- Willingness to learn and practice new skills
- Listening, understanding and responding
- Self-confidence
- Commitment to continuous learning
- Safety orientation

Supervision of Others

Direction of others is not normally part of the job requirement

Work Demands

- **Initiative & Judgement** – Tasks are clearly defined with little or no latitude to exercise judgement. Most problems referred to supervisor. Tasks are arranged by others and assignments are given on a task by task basis
- **Mental Effort** – Regular effort (approximately 50% of the time). Concentration on precision work for long periods. Limited instruction. Visual and/or listening attention with some choice of action to seek relief (Concentration while making repairs to vehicles, for driving trucks, for operating equipment in the shop)

- **Physical Effort** - Extended effort (over 75% of the time). Requires almost continuous expenditure of effort causing major fatigue. Activities such as standing, driving, stooping, crouching, climbing, kneeling, lifting, pushing/pulling awkward objects (Using long-handled tools; moving/lifting parts; climbing in/out of vehicles/equipment; bending)
- **Dexterity** - Coordination of fine movements, where speed is a moderate consideration. (Use of hand tools and equipment)
- **Accountability** – Incorrect or inappropriate decisions or actions have little effect on service to the public or financial implications (An apprentice has minimal decision making and actions laid out as part of each task, work is checked by others)
- **Safety of Others** – Some degree of care required to prevent injury or harm to others
- **Interpersonal Skills** – Routine apprentice/working relationship
- **Disagreeable Conditions** – Minor conditions of almost continuous exposure (Dust/dirt; temperature extremes; inclement weather; ground moisture; noise; machine vibration)

Position History

This position was created to recognize the year-round nature of the work. It was updated following a corporate re-organization in March 2016.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

April 2020 - This Job Description was updated and revised by the Manager, Roads & Fleet following the Joint Job Evaluation Maintenance process.

October 2020 - This Job Description was reviewed for content and accuracy by the Manager, Roads & Fleet



Chief Administrative Officer



Date