

SLEMON PARK CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Mechanic / Heavy Equipment Operator

REPORTING TO: Property Manager

Date of Preparation/Revision *February 2020*

POSITION SUMMARY:

As part of the Property Management team, the incumbent is responsible for the maintenance and repair of Slemon Park's mobile and fixed equipment assets, operating heavy equipment, assisting with airport ramp activities and other related duties.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

- Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
- Perform preventive maintenance on all vehicles and motorized equipment and on shop equipment according to established schedules.
- Operate tools, equipment, and machinery according to prescribed safety procedures.
- Perform mechanical repairs.
- Help lead mechanic to complete major repairs.
- Do welding and minor body work.
- Maintain accurate, updated records of preventive maintenance.
- Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- Help keep shop, equipment, and tools in safe operating condition.
- Maintain accurate records of time and materials required to perform repairs and service.
- Operate snow removal equipment and other vehicles as needed.
- Equipment Used: Automotive diagnostic equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment.
- Assisting airport staff with aircraft refueling and other ramp activities.
- Assist other departments with mechanical repairs.
- Other duties as required or assigned.

SUPERVISORY RESPONSIBILITY:

This position has no direct reports but does provide supervision and direction to crew helpers in accomplishing multiple person tasks.

POSITION SPECIFICATIONS:**Education and Experience Requirements:**

- 5 years' experience or trade certificate in Mechanics
- Class 3A License
- Experience in hydraulic and electrical systems
- Experience in operation and repair of heavy equipment
- Experience in snow removal
- WHMIS Training

WORKING CONDITIONS:**Scheduled Working Hours:**

Standard 40 hours per week except during snow removal and emergency responses. Must be able to work a 12 to 14 hour shift. May be required to remain on the property during winter storms.

Personal Attributes:

This position requires the ability to maneuver in and around large equipment.

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

COMPENSATION AND BENEFITS:

Hourly - \$21.96 – \$33.21

Vacation – Starting at three weeks per year.

Benefits – Long-term disability, health, dental, life insurance, and pension.