

	Town of Rocky Mountain House POSITION DESCRIPTION FOR: Operations Fleet Mechanic		
Department:	Engineering & Operations	Effective Date:	May 27, 2025
Reports To:	Director of Engineering and Operations		

General Accountability:

The Operations Fleet Mechanic is responsible, under the direction of the Director of Engineering and Operations, to ensure that all fleet vehicles are maintained daily according to manufacturer's specifications and record keeping. This will include everything from tandem axle dump trucks, vac combi truck, loader, grader backhoe, large tractors and Zambonis. This also includes small equipment, push mowers, weed whackers, chainsaws, packers, backpack blowers etc.

Core Duties:

- Major repair work on fleet equipment
- Ensure repairs are carried out according to manufacturer's procedures and in safe and responsible manner within the designated timeframe
- Performing fault diagnosis and troubleshooting for mechanical & electrical failures
- Comply with warranty procedures during repairs and warranty materials on completion of repairs
- Participate in any technical training or development training that is made available
- Perform routine maintenance tasks such as oil changes, tire rotations, and fluid checks.
- Maintain a clean and organized workspace while adhering to safety protocols.
- Operation of vehicles and equipment in a professional manner, with due regard for co-workers and the public. Ensure that prescribed safety and maintenance checks are adhered to and that vehicles are kept clean.
- Prioritize winter and summer equipment maintenance
- Assist in the annual Budget and Capital Plan preparation process.
- Maintain accurate records of all aspects of system repair and maintenance, for records management and planning purposes.
- Recommend appropriate procedural changes, to standard maintenance activities based on experience, where efficiency, life cycle extension or safety can be improved.
- Assist in the development and maintenance of Fleet Asset Management
- When directed, supervise the daily activities of seasonal staff involved in related functions.
- Promote the Town and the Department in a positive manner when dealing with the public.
- Maintain accurate and legible recording of time, fleet unit utilization, contract services.
- Work overtime as required.
- Perform other duties as assigned related to the function of the department.

Support to others

- Works closely with Operations, Parks, Water Treatment and Airport managers and other Town departments
- Routinely provides assistance to other departments as required.
- Interfaces with contractors, and consultants on behalf of the Town.
- Provides information to regulatory bodies including Occupation Health and Safety

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.

Reports To:

- Director of Engineering and Operations or his designate

Minimal Qualifications:

- Mechanical and welding experience (minimum 5 years)
- High School Diploma or equivalent
- Automotive Mechanic Certification
- Valid Driver's License, Class 3 with Air Endorsement (Q)
- Heavy Equipment Maintenance and Operating Experience
- Have, or willing to obtain or upgrade any training related to the job
- Proficiency in utilization of Microsoft Office software
- Drivers abstract and Criminal Records check

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- *Province of Alberta Municipal Government Act and regulations*
- Town of Rocky Mountain House Bylaws
- Occupational Health and Safety Act, Code and other related documentation
- Town Bylaws, Policies and Procedures and Administrative Guidelines
- WCB Guidelines
- Environmental Protection and Enhancement Act Approvals 1111-03 and 1110-03
- Written and/or oral directives received from the C.A.O or designate

Contacts:

Operations Fleet Mechanic will frequently have contact with the following:

- General Public.
- Town of Rocky Mountain House staff.
- Town of Rocky Mountain House organizations.
- Alberta Transportation

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are:

- The occasional heavy physical effort, often in tight quarters, including awkward positions.
- Outdoor work in all weather conditions, and at all times of night and day.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

Physical Demands:

This position may include the following:

- Being seated for long periods of time.

- Bending & twisting motions.
- Lifting over 50 lb.
- Being on your feet for long periods of time.
- High-risk, high-consequence work under field conditions.
- Working in all weather conditions, including inclement weather.

CAO Approval:  _____

Date: 05/28/25

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Operations Fleet Mechanic. This description will form the basis for my classification level and the basis for my performance evaluation.

Employee Name: _____

Employees Signature: _____

Supervisor Signature: _____

Date: _____