

JOB DESCRIPTION

Job Title: Mechanic	Date: 2019
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Division: STG	Location: Harvester Road
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This position reports to the General Manager, Transportation.

Job Responsibilities

Maintenance Operations

- Ensure all job duties are carried out according to Health and Safety policies and have safety awareness regarding other team members
- Determine material, equipment, and supplies to be used; transfer equipment from one project to another, as necessary
- Make recommendations related to the purchasing of necessary equipment and supplies for projects/repairs
- Construct mechanical equipment as required
- Diagnose mechanical issues, and perform vehicle repairs
- Performs preventative and scheduled maintenance on vehicles
- Ensure proper handling and storage of tools and equipment
- Keep technical knowledge up to date
- Performs the work of employees and other duties as required

Maintenance Team

- Work with other mechanics to contribute to positive work environment
- Provide training and coaching on a regular basis
- Assist with establishing goals and standards of performance of each team member
- Provide input re job performance including development of performance objectives and development plans for team members

Initials

Company Knowledge and Mutual Support

- Become knowledgeable about all Sylvite divisions and the products and services they provide to customers
- Documentation of all processes and tasks for which a function is responsible
- Demonstrate a high degree of service to and collaboration with other business units
- Provide support to other department members maintaining a sense of team
- Provide positive feedback to others when possible; coach others for success
- Recommend opportunities for improvement of processes and systems as a result of the function performed or based on observations
- Recommend opportunities for reducing costs

Key Personal Attributes Required for the Position

Ability to lead and direct others; ability to foster a teamwork environment and to direct progressive discipline actions when necessary

Ability to motivate, coach and mentor staff; manage change; mediate and resolve conflict

Communication Skills; Developing relationships and partnerships, Presentation Skills

Decision Making and Problem Solving Skills

Customer Service Orientation

Education, Experience and/or Training Requirements

3+ years experience

Licensed Mechanic 310T

Proficiency in all Office Software

Working Conditions	
Physical Effort	Some carrying, lifting and physical labour
Physical Environment	Some exposure to chemicals and dust and outdoor work
Sensory Attention	Heightened attention to potential hazards
Mental Stress	Normal