



JOB DESCRIPTION

Position: **Heavy Duty Mechanic Apprentice**
Department: **Public Works**
Work Week: **Monday – Friday,
40-hour Standard Work Week**

Job Type: **Permanent Full Time**
Reports to: **Public Works Manager or designate**

Position Overview

This is an apprentice-level position in the Heavy Duty Technician (Mechanic) trade. The apprentice will assist with and learn to perform repairs, maintenance, and overhauls on mechanical components of both heavy and light-duty fleet equipment. This includes machinery with complex hydraulic systems and spark-ignition or diesel engines, such as bulldozers, graders, cranes, backhoes, loaders, forklifts, heavy rollers, and other related equipment.

In addition to hands-on learning, the apprentice is responsible for maintaining accurate records of work experience and hours in accordance with Alberta Apprenticeship and Industry Training (AIT) requirements. These records must be kept up to date and submitted as required to ensure continued progress in the apprenticeship program.

Responsibilities Overview

- Participate in all safety training, tailgate meetings, and follow all Occupational Health and Safety (OHS) legislation, Municipal District policies, and safe work procedures.
- Promptly report any unsafe conditions, incidents, or equipment deficiencies.
- Maintain cleanliness and organization of tools, equipment, and the work area.
- Assist journeyman mechanics in performing diagnostics and mechanical repairs using appropriate testing tools, ensuring alignment with operational standards, and manufacturer specifications.
- Learn to interpret and use technical manuals relating to manufacturer specifications and warranty requirements.
- Learn how to complete and submit all documentations in a timely manner including hazard assessments, timesheets, and service reports for review.
- Assist with completing post-repair testing to confirm proper performance and compliance.
- Carry out tasks and training assignments in accordance with apprenticeship program guidelines.
- Participate in and complete all in-house competency assessments and safe work procedures in accordance with the apprentice program.
- Develop knowledge of spark-ignition and diesel engines, hydraulic and pneumatic systems, multi-speed power trains, and related heavy equipment systems.
- Demonstrate willingness to learn, accept feedback, and continuously strive to improve skills and performance.
- Follow all MD safety policies and procedures.
- Participate in the Municipal District's Emergency Operations Plan as assigned by the CAO.

Qualifications

- Enrolled in and completed 1st year; or Certificate from a Pre-Apprenticeship Program may be considered.
- Valid Class 5 Alberta Motor Vehicle Operator's Licence (Class 3 preferred).
- Ability and willingness to acquire a basic set of hand tools appropriate for the trade.
- Strong work ethic, reliability, and ability to follow direction.

Working Conditions

- Ability to lift 50 lbs and move over distances.
- Sit, stand, bend or stoop for prolonged periods, climbing into and out of equipment.
- Must be capable of working with arms above shoulder height to install or remove driveline components or stoop repeatedly to check tire air pressure.
- Must be capable of manipulating tools in areas of limited space.
- Must be able to work safely without presenting a hazard to self or others.
- Exposure to noise, chemicals, moving mechanical parts, and heavy equipment.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the workload.

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