



Job Specification

Position Title: MAINTENANCE MECHANIC
Job Code: OPSEU - Mtce Mechanic 2, 93004
Job ID: 34040

Purpose of Position:

To perform regular preventative maintenance, repairs, and checks on vehicles and equipment utilized at Fort William Provincial Park, and to perform grounds keeping, snow removal, maintenance support, and event set up and tear down duties.

Duties/Responsibilities:

Position functions within Fort William Historical Park, which is a living history tourism attraction providing top-level cultural heritage, entertainment and educational experiences for residents and visitors to northwestern Ontario.

1. Performs regular preventative maintenance, repairs and checks on equipment (e.g., lawnmowers, wagons, chainsaws and a variety of power tools) and vehicles (e.g., combustion and electric powered buses, trucks, cars, carts, tractors, loaders and ploughs). Identifies the need for repairs and replacement, and notifies the Manager.
2. Ensures that equipment/fleet management documentation is maintained to ministry and vendor warranty standards. Performs oil changes, battery maintenance, wheel/tire maintenance, minor mechanical repairs; replaces wipers, belts and spark plugs.
3. Performs tasks such as welding, snow removal, garbage removal, and operates heavy equipment such as tractors, backhoes and loaders. Works with other maintenance staff to repair or construct structures, both historic and modern. Assists skilled tradespersons in installing, relocating, replacing and repairing equipment or with new installation projects. Identifies issues such as poor workmanship and advises the Manager.
4. Discusses proposed projects with the Manager to determine needs, priorities and methods, including the planning and laying out of work. Estimates required labour and materials, tracks materials used, work performed, and requisitions supplies and keeps records of supplies used. Conducts equipment, tools, material and supply inventories of program area.
5. Ensures the safety and security of tools/equipment and the fleet work area. Ensures that all related work and activities are performed in accordance with the Occupational Health and Safety Act. Performs event set up and tear down duties; opens and locks up facilities; monitors and adjusts facility temperatures as required; monitors and troubleshoots minor electrical problems, plumbing and HVAC systems.
6. Operates the fire alarm, fire extinguishers, and electronic security systems; operates electric breaker panels and resets mechanical systems when required. Checks for hazardous conditions and indications of fire or security breaches, and reports them immediately to the manager and designated FWHP staff as required.
7. Maintains a positive impression of Fort William Historical Park and the Ministry by displaying courtesy, tact and politeness in all interactions with the public; attends workshops, conferences, and training sessions related to area of responsibility and professional development.
8. Ensures a safe environment for visitors and staff, and that all work is performed in accordance with the Occupational Health and Safety Act. Updates WHMIS manuals. Provides technical direction to seasonal staff and students, and provides safety training in the operation of hand and power tools, and heavy equipment. Reviews the quality of work performed. Ensures that comprehensive records are maintained of all safety training.
9. Provides back up duties as required.

Fort William Historical Park is a 7-day a week, 24-hour operation. Position may be required to attend

overnight functions, travel to out of town events and off-hour programs, work holidays and weekends.

Knowledge:

- Fort William Historical Park programs, events, promotions, projects, policies and procedures to provide preventative maintenance support services to FWHP.
- Techniques, equipment and tools used in small motors maintenance, equipment maintenance and vehicle maintenance.
- Familiarity with the skilled trades to provide assistance to skilled tradespersons in repairs and installations.
- Preventative fleet maintenance including oil checks/changes, battery checks, and tire pressure checks.
- Operating equipment such as backhoes, forklifts, tractors, snow ploughs, 1-ton trucks, trucks and trailers.
- Ability to operate power and hand tools, including some familiarity with welding equipment and techniques.
- Relevant workplace legislation such as the Occupational Health and Safety Act, Workplace Hazardous Materials Information System requirements for the handling of corrosive and toxic materials/chemical solutions, relevant by-laws and codes, to ensure the safety and integrity of work performed, and to aid in determining work methods.
- Security procedures and life safety systems as they apply to the safeguarding of property and infrastructure, and relations with the general public.
- Working knowledge of electronic and paper based information management systems to record maintenance checks, purchases and inventory.
- Planning and organizational skills to organize and prioritize workload to ensure deadlines are met; to coordinate activities of seasonal staff.

Staffing and Licensing Requirements:

Class BZ Ontario Driver's Licence
WHMIS training certification

Skills:

- Evaluative skills to assess when/if preventative maintenance should be performed on equipment or vehicles.
- Attention to detail to perform preventative maintenance functions; to determine methods and labour needed to complete assigned work; to select and use specialized tools.
- Analytical skills to assess the safety of tools/equipment and the fleet work area; to assess tools/equipment in need of repair or replacement e.g. new tires.
- Reasoning to determine materials and methods of maintaining and repairing tools/equipment; to select appropriate sequence and course of action when performing maintenance tasks.
- Analytical skills to estimate labour and material requirements to repair or replace equipment/tools; to review equipment, material and supply inventories of program area to ensure that equipment/tools are maintained.
- Evaluative skills to review quality of work performed by seasonal staff.
- Oral communication skills to discuss work projects with other trades personnel, such as new installations and repairs; to exercise tact and discretion to discuss issues such as poor workmanship with skilled tradespersons.
- Written communication skills to create drawings and plans for approval of supervisor; to requisition supplies; to maintain logs.
- Ability to lift and move heavy objects in excess of 40lb.

Freedom of Action:

Work is performed within the framework of ministry policies; the objectives, practices, procedures, safety standards and guidelines of Fort William Historical Park; regulations, codes, guidelines, standards and practices of the skilled trades.

Decision-making involves: recognizing periodic maintenance needs of fleet and equipment; selecting work methods in accordance with government legislation, codes and by-laws; performing preventative maintenance, repairs, and checks on vehicles and equipment; operating heavy equipment such as tractors, backhoes and loaders; recommending repairs or replacements of equipment/tools; discussing projects with the Manager to determine needs, priorities and methods; estimating required labour and materials; requisitioning supplies; ensuring that equipment/fleet management documentation is maintained to ministry and vendor warranty standards; providing technical direction and guidance to seasonal workers;

Work is reviewed by the Manager, Maintenance Services for quality, results and adherence to established policies and procedures. The position regularly updates the Manager, Maintenance Services on progress of assignments. The position refers poor workmanship by skilled trades, and refers delays in preventative maintenance or in obtaining necessary materials/services to the Manager.