

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET & FACILITIES DIVISION – FLEET SERVICES SECTION – LOCATION – 330 WENTWORTH ST. N.)

SHOP HELPER - CUPE 5167

SUMMARY OF DUTIES

Reports to the Superintendent, Fleet Services Garage. Clean and maintain multiple garages throughout the City. Pick up and deliver parts. Perform minor repairs to Fleet equipment. Provide assistance to Fleet Technicians. Provide support to the other sections of Fleet Services.

GENERAL DUTIES

Cleans shop, offices and surrounding areas of Central Garage as well as the satellite Fleet garages on a weekly basis.

Ensures all repairs and service are carried out on wash bay when identified.

Operates mobile sweeper to clean garage.

Maintains garage equipment such as: air lines and pumps, oil lines and reels.

Operate water flusher and road sweeper in the parking area.

Transports technicians and tools to various locations.

Assists shop Technicians with non-technical aspects, such as simple welding, cutting, bending and shaping materials. Assists with two-man lifts.

Performs minor repairs to building, appliances, tools and equipment, such as replacing electrical cords on drills and replacing light bulbs.

Drives and operates equipment in yard, such as a mobile fork lift to off load parts and equipment delivered to Fleet Services.

Drives truck to multiple locations, collects and distributes parts and supplies from yards. Loads and unloads vehicle.

Monitors and completes reports on fuel levels, dips tanks.

Stores materials and supplies such as antifreeze, oil and cleaning products.

Separates and transports scrap and waste material such as batteries, oil and metal.

Maintains cleaning supplies stock/levels.

Operates shop and power tools and equipment such as overhead cranes, floor polishers, grinders and front-end loader.

Removes and installs parts on trucks and equipment such as tailgates and plough assemblies.

Clears pathways at yards of snow and dirt.

Counts and stores coveralls for cleaning service.

Completes records of materials used and labour. (work orders and time cards).

Removes AVL and other equipment from turned in vehicles. Records what equipment has been removed and submits report to the Planning Section of Fleet Services.

Removes department decals from turned in vehicles.

Stages vehicles for auction

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience related to performing minor repairs such as repairing/replacing damaged electrical cords, hose replacement and general housekeeping normally acquired through a combination of education and related work experience.
2. Able to follow written instructions in performing a variety of tasks such as operate vehicles, simple welding, cutting and bending of shop materials.
3. Ability to perform janitorial duties at all of the Fleet Services locations.
4. Must possess a Class "D" Licence with a "Z" endorsement.
5. Ability to obtain a Lift Truck Operator's certificate

THIS POSITION REQUIRES A VALID CLASS "DZ" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
