

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION – FORESTRY & HORTICULTURE – LOCATION – 1301 UPPER OTTAWA ST.)

SMALL EQUIPMENT REPAIRER (FORESTRY & HORTICULTURE) - CUPE 5167

SUMMARY OF DUTIES

Reports to Supervisor of Urban Forestry – Forestry & Horticulture. Maintains, repairs and services small equipment to support Forestry & Horticulture and by request of Equipment Coordinators provide similar support to the Parks & Cemeteries section. Perform yard maintenance duties at Forestry Yard. Within Forestry & Horticulture, responsible for the inventory, tracking, usage and disposal of small tools, and prepares information for the auditing of tools.

GENERAL DUTIES

Diagnoses trouble and tests equipment.

Repairs, services and maintains small equipment and hand tools including but not limited to lawnmowers, weed eaters, blowers, chainsaws, tractor mowers pole pruners, hand saws.

Dismantles, adjusts, repairs and reassembles small engines and ignition systems.

Repairs and adjusts fuel, exhaust and cooling systems.

Operates tools and equipment such as drill press, skill saw, grinder and chainsaw.

Receives deliveries of new tools and stock.

Using Microsoft Word and Excel, tracks tools and equipment for usage, handling and disposal.

Prepares information for auditing of tools and equipment quarterly.

Maintains tools, equipment, parts and fuel inventories.

Picks up and delivers trucks, equipment and supplies; loads and unloads vehicles.

Dips and records levels of fuel, oil and anti-freeze.

Maintains records such as inventory cards and daily work sheets.

Signs in and out equipment to staff daily

Mixes and dispenses fuel for small equipment.

Performs minor building maintenance.

Performs minor welding and fabrication for small equipment repair.

Assists tradespeople in the non-technical aspects of the job.

Trains new staff on operation of machinery and equipment.

Recommends repair and replacement of equipment.

Purchase small equipment when required as approved by Superintendent of yard.

Opens and closes facility. Sets alarm and security systems

Performs preventative maintenance on tools and equipment.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Must have successfully completed the Small Engine Mechanic Apprenticeship Program or a combination of education (such as Small Equipment Repairer course at the College level) and relevant work experience.
2. Must possess a Class "D" licence with a "Z" endorsement.
3. Must be able to obtain a valid First Aid/CPR Certificate within six months of employment.
4. Previous demonstrated experience performing minor welding and fabricating.
5. Must successfully obtain a commercial Chainsaw operators certificate within one month of hire.
6. Must obtain a commercial Loader operator certificate upon hiring.
7. Must obtain a commercial Skid Steer operator certificate upon hiring.
8. Must obtain a commercial Fork Lift operation certificate upon hiring.
9. Must have a working knowledge of computers in a Windows environment utilizing MS Office software (Word and Excel),

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.
