

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (FLEET & FACILITIES)

SHOP HELPER II - CUPE 5167

SUMMARY OF DUTIES

Reports to the Foreman/Woman I. Maintain and move stocks and supplies; clean shop and offices; perform minor repairs to building and equipment; provide non-technical assistance.

GENERAL DUTIES

Cleans shop, offices and surrounding areas of Central Garage and satellite divisions.

Assists shop tradesmen/women with non-technical aspects, such as simple welding, cutting, bending and shaping materials.

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

Drives and operates equipment in yard, such as a mobile fork lift.

Drives truck; picks up parts and supplies; loads and unloads vehicle.

Monitors and reports on fuel levels, dip 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.

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 of snow and dirt.

Counts and stores coveralls for cleaning service.

Completes records of materials used and labour.

Locks shop and vehicles.

Steam cleans packers and engines.

Performs other duties as assigned.

QUALIFICATIONS

1. Previous experience related to performing minor repairs and cleaning 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, carry supplies and materials for shop use.
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.