



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER:** 1029

**CATEGORY:** Management & Organizational Functions

### **ROLE OF THE APPRENTICE HEAVY DUTY MECHANIC**

**Reports To:** Shop Foreman and/or Designate

**Description Summary:**

Under direction, performs skilled Apprentice Heavy Equipment Technician level maintenance and repairs to a wide variety of vehicles and equipment as used by the County.

**Position Duties:**

1. Perform regular Apprentice level repairs and maintenance on all types of heavy equipment/trucks of which may include motor graders, snow/sander trucks, gravel trucks, picker trucks, light trucks, cats, buggies, lowbed trucks, tractors, track hoes, rubber tired hoes, front-end loaders, bobcats, rotary mowers, steamers, rollers, compactors, etc.
2. Completing work orders as work is being performed.
3. Responding to service calls in the field and making emergency repairs as required.
4. Prepare repair estimates as required.
5. Conduct equipment inspection and maintenance programs on County equipment and vehicles according to pre-determined schedules.
6. To perform regular arc & gas welding repairs to County equipment and vehicles as instructed
7. Maintaining and submitting daily time sheets for Supervisor's approval.
8. Recording on sheets provided, all inventory items removed from the parts room, as they are removed.
9. Reporting to Supervisor any damages or malfunctions of operated equipment/trucks.
10. Ensuring safe work practices are observed at all times.
11. Maintain courteous relations with the public, Council members, and co-workers.
12. Perform other duties as required.

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Effective

Policy Date: 03/09/16

Reference: Res. #03-488

Revision:

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