



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Equipment Maintenance Person** **Full Time Permanent Position**

The Maintenance Person will provide support to the Equipment Manager and the equipment personnel as required. This position will provide service for operations, doing various tasks on an as-needed basis and will perform mostly manual labour work.

#### **Responsibilities:**

- Assist with organizing the equipment and parts inventory located within the County Center yard area
- Pick up and deliver parts and freight from bus or couriers and deliver to appropriate departments
- Assist Equipment Mechanics with repairs of vehicles and equipment
- Assist Parts Coordinator with parts shipments and maintain parts inventory
- Assist Shop Foreman in filing maintenance and repair work orders
- Ensure that all chemicals located on County Center site are kept in accordance with provincial regulations and are clearly labelled and properly stored
- Maintain clean and orderly shop facilities and help to maintain small tools and supplies
- Sort and deliver garbage and recycling to proper locations
- Perform summer yard maintenance and clean up
- Perform winter yard maintenance
- Operate vehicles, tractor, skid steer, and various types of equipment as required
- Clean County Center shop, men and women's change rooms, laundry room, and hand washing area
- Perform mechanical repairs on vehicles and equipment which are considered minor in nature
- Undertake County Center shop and storage facilities/buildings repairs which are considered minor in nature
- Assist operators with replacing plow blades, grader blades, brooms, and brushes on County equipment
- Prepare fleet vehicles and equipment when necessary (Washing, fueling, inspecting)
- Deliver fuel and equipment to other County facilities and work sites
- Prepare supplies for roadside clean-up crews
- Prepare snow flags and deliver to front staff when requested
- Prepare summer rental trucks for delivery to departments and then prep same trucks for return to rental company
- Assemble and prepare firefighting equipment for Wild Land firefighting
- Follow all Lac La Biche County safety protocols and procedures
- Monthly duties include: starting County Center back-up generator and 6 emergency generators, inspecting fire extinguishers and inspecting emergency lighting
- Annual duties include: fire extinguisher inspections in all County equipment and County Center shop and storage facilities
- Perform all assigned tasks with efficiency and good workmanship
- All other duties as assigned by the Manager of Equipment Services

**Qualifications:**

- Minimum Grade Twelve education
- Valid Class 5 Driver's License
- WHMIS/TDG Certification
- Must be able to operate a variety of small equipment
- Excellent problem solving and public relations skills
- Must be outgoing and have the ability to work in a team environment but reliable if required to work alone
- Must be available to work overtime
- Must be able to work outdoors
- Must be able to lift heavy objects on a regular basis
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check and Medical Assessment that meets the satisfaction of the County.

**Salary range is \$49,233.60 to \$60,798.40 annually**

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
  - 100% Employer paid Health and Dental Benefits
  - Employee and Family Assistance Plan
  - Local Authorities Pension Plan
- Competition Number: 68-EM-18
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichecounty.com](mailto:hr@laclabichecounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.