



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Equipment Maintenance Person

Full Time Term

Expected to end on or before February 2021

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 \$24.03 to 29.67 Hourly

- Competition Number: 07-EM-20
- Closing Date: This competition will remain open until a suitable candidate is found.

Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months

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@laclabichedcounty.com

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