

INCORPORATED HAMLET OF SACHS HARBOUR

93 AJGALIAQ ROAD BOX 90,SACHS HARBOUR NT XOE OZO Telephone: 867-690-4351Facsimile: 867-690-4802

February 20, 2020

**EMPLOYMENT OPPORTUNITY HEAVY DUTY MECHANIC**

THE INCORPORATED HAMLET OF SACHS HARBOUR HAS A PERMANENT FULL-TIME POSITION OPEN FOR A HEAVY DUTY MECHANIC. THE HOURS OF WORK WILL CONSIST OF 7 HOURS

A DAY,35 HOURS A WEEK, 9:00AM TO 5:00PM. MONDAY TO FRIDAY. SOME OVER-TIME

MAY BE REQUIRED AS AUTHORIZED BY THE HAMLET FOREMAN. DUTIES/RESPONSIBILITIES:

UNDER THE DIRECTION OF THE HAMLET FOREMAN THE HEAVY DUTY MECHANIC

IS RESPONSIBLE FOR MAINTAINING ALL HAMLET EQUIPMENT. PERFORM PREVENTATIVE MAINTENANCE ON HEAVY EQUIPMENT IE: LOADERS, DOZERS,BACKHOE, DUMP TRUCKS. GRADER. WATER & SEWER TRUCKS, COMPACTORS,SNOW BLOWERS, PICK-UPS AND MOBILE GENERATORS. PERFORM REPAIRS TO EQUIPMENT. INSPECT EQUIPMENT FOR DEFECTS OR REQUIRED REPAIRS. SUPERVISE OTHERS INVOLVED IN MECHANIC MAINTENANCE TASKS, ADVISE FOREMAN OF MAJOR REPAIRS, ASSIST IN PREVENTATIVE MAINTENANCE SCHEDULE, ASSIST IN ORDERING PARTS FOR EQUIPMENT,ASSIST IN PREPARING CAPITAL AND OPERATING BUDGETS. MAINTAIN MAINTENANCE AND REPAIRS, LOG RECORDS ON EACH EQUIPMENT, SKILLS WITH ELECTRONIC COMPUTER SYSTEM DEVICES FOR EQUIPMENT.

PREPARE WORK ORDERS FOR INVOICING ON EQUIPMENT REPAIRS. MAINTAIN INVENTORY CONTROL OF EQUIPMENT PARTS AND SUPPLIES AND PERFORM ANY OTHER DUTIES ASSIGNED BY THE HAMLET FOREMAN.

QUALIFICATIONS:

GRADE 12 DIPLOMA, MINIMUM OF THREE YEARS MECHANICAL EXPERIENCE. A HEAVY DUTY RED SEAL MECHANIC. CLASS 5 DRIVER'S LICENCE.

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SALARY:

THE BASE SALARY IS$ 55.00 PER HOUR PLUS A SETTLEMENT ALLOWANCE OF$ 5.02 AND ANY OTHER APPLICABLE BENEFITS,AS PER THE EMPLOYMENT BYLAW# 108, A VACATION TRAVEL ASSISTANCE PACKAGE FOR YOURSELF ONCE A YEAR AND ENROLLMENT IN THE NEBS PROGRAM AFTER THE PROBATIONARY PERIOD. RELOCATION TRAVEL ASSISTANCE FOR YOURSELF AND DEPENDANTS FROM POINT OF HIRE TO SACHS HARBOUR, NT BASED ON THE EMPLOYMENT BYLAW. A FURNISHED STAFF HOUSE WITH A RENTAL RATE {TBD).

CLOSING DATE:

THE CLOSING DATE FOR THIS COMPETITION IS SET FOR FRIDAY MARCH 13,2020 AT

3:00PM. ALL INTERESTED CANDIDATES SHOULD YOUR RESUME/APPLICATION TO THE ACTING SENIOR ADMINISTRATIVE OFFICER,INC. HAMLET OF SACHS HARBOUR 93 AJGALIAQ ROAD PO BOX 90 SACHS HARBOUR,NT XOE-OZO OR EMAIL TO; hamlet\_finance@northwestel.net

INC. HAMLET OF SACHS HARBOUR