

# JOB DESCRIPTION

## Benchmark Job #062

---

Ministry: Attorney General  
Branch: Corrections Branch  
Location: Maple Ridge

Working Title: **TJ Mechanic**  
Level: Range 18  
Classification: Mechanic Heavy Vehicle & Equipment

### PRIMARY FUNCTION

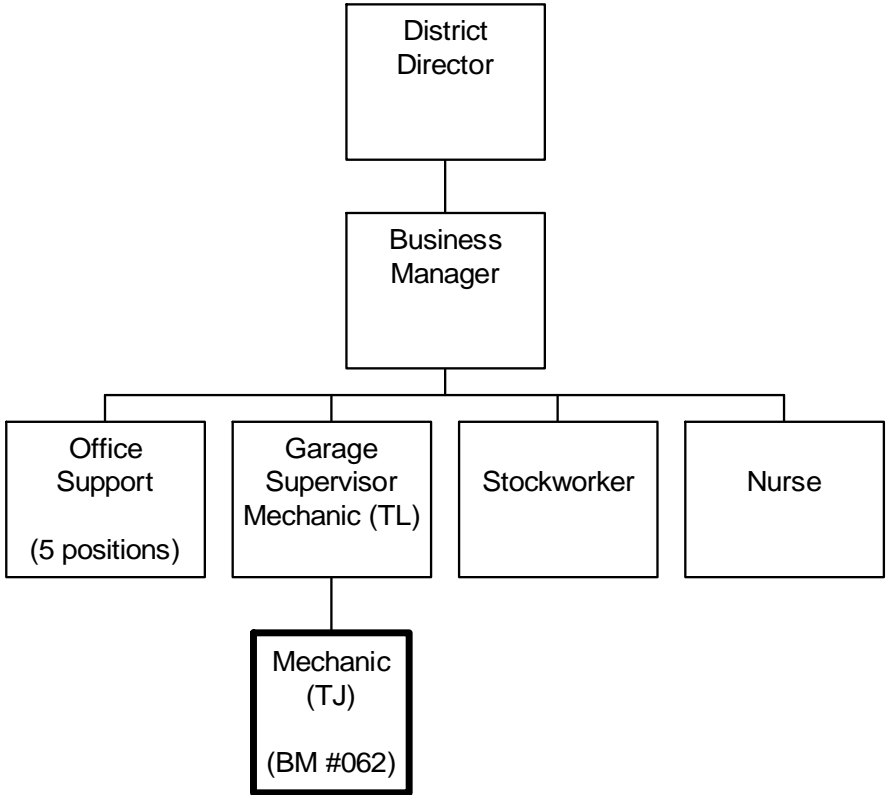
To diagnose and provide mechanical maintenance and repair services on vehicles including heavy trucks, equipment, and machinery for the Corrections Branch.

### JOB DUTIES AND TASKS

1. Conducts mechanical inspections and performs full maintenance and repair on vehicles, including heavy trucks, equipment and machinery
  - a. conducts visual inspections on vehicles, equipment and machinery based on operator records and repair requirements
  - b. conducts diagnostic tests on vehicles, equipment and machinery to determine maintenance and/or repairs required
  - c. disassembles equipment using various hand and power tools
  - d. cleans equipment and parts using steam cleaner, sand blasting and solvents
  - e. replaces and repairs parts and components and reassembles according to manufacturer's specifications or Ministry procedures
  - f. calibrates and adjusts equipment to acceptable tolerances
  - g. operates forklifts and cranes for repairs and performs welding and cutting as required
  - h. conducts operational and/or road testing of equipment to ensure repairs are complete and makes any final adjustments
2. Maintains records and parts
  - a. prepares work orders on vehicle repairs and maintenance
  - b. maintains and updates work records of repairs, maintenance and project costs
  - c. orders parts and arranges for sublet repair work to be done
  - d. accepts parts delivered and validates sublet repairs completed
  - e. authorizes purchase of services and parts up to \$500 per transaction
3. Performs other related duties
  - a. instructs and trains inmates in skills of the trade
  - b. reschedules vehicle maintenance to meet operational requirements
  - c. attends meetings and training seminars as required
  - d. ensures that garage and surrounding area is kept clean and tidy
  - e. maintains shop equipment and tools

ORGANIZATION CHART  
Benchmark Job #062

---



## REASON FOR CLASSIFICATION

Benchmark Job #062

Job Title: TJ Mechanic

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of motor mechanics to analyze, diagnose and trouble shoot mechanical problems to carry out mechanical services, maintenance and repair of vehicles, equipment, machinery, trucks, and attachments.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement to apply analysis and interpretation of mechanical problems and choose an approach using a combination of accepted mechanic techniques and equipment to maintain and repair vehicles, heavy trucks, equipment and machinery.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of corrective requirements on mechanical projects with inmate workers.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to use precision mechanical tools to repair vehicles, machinery and equipment and to calibrate and adjust mechanical equipment to precise tolerances.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by mechanical standards, applies accepted work methods in a different way to diagnose problems and carry out mechanical services maintenance and repair of vehicles, equipment and machinery.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to authorize purchase of services and parts with a limit of up to \$500 per transaction.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to perform full maintenance and repair of vehicles, equipment and machinery and to disassemble and reassemble components.</p>	E	33

## REASON FOR CLASSIFICATION

Benchmark Job #062

Job Title: TJ Mechanic

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal instruction and training to inmates on trade skills.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to operate fork lift and cranes where others are exposed.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently listen and observe to diagnose and repair vehicles, equipment and machinery.	C	12
11	<b>PHYSICAL EFFORT</b> Very heavy physical effort to frequently lift, carry, push and pull heavy motors, tools and large components.	F	30
12	<b>SURROUNDINGS</b> Exposure to exhaust fumes almost always.	D	9
13	<b>HAZARDS</b> Significant exposure to hazards from frequent repairs or inspection of moving equipment.	D	9

**Total Points: 712**

**Level: Range 18**