



11665 - 147th Street
Edmonton, AB T5M 1W3
Phone: 780-447-1008
Fax: 780-447-3664

Shop Manager

Hours of Work: 40 hours per week
Location of Work: Cambridge Bay, Nunavut and remote camps
Is position eligible for bilingual bonus? Yes
Should position have a trainee? No, but apprentice acceptable
Criminal Record Check Required? No

Purpose

The purpose of the Shop Manager is to oversee the delivery of maintenance services for all makes and models of personal vehicles and heavy equipment including supervision of staff.

Scope

The Shop Manager is responsible for the safe and efficient repair and maintenance of light/heavy equipment. Timely repairs and maintenance ensure that projects and contracts are completed on time and on budget.

Responsibilities

The Shop Manager is responsible for maintaining all makes of heavy and light duty equipment which includes rock trucks, excavators, pick-ups, crawlers, and power generators. Work in the community may also take place on snow machines, personal vehicles, snow clearing equipment and all terrain vehicles.

The Manager will ensure mechanics use appropriate tools and techniques to maintain a variety of equipment and carry out diagnostic tests.

Ensure that the most safe and efficient manner possible is used to repair and maintain all equipment with an understanding that equipment downtime is costly to the company and may interfere with the completion of contracts and projects.

Shop Manager should be able to read and interpret mechanic drawings and equipments specifications. Must also be able to accurately order parts and supplies based on specs and descriptions of equipment.

Shop Manager must be able to accurately quote on time and on cost and will assist others by providing accurate information in order that supplies, tools and maintenance costs are tracked and accounted for.

Supervision of shop mechanics, helpers and apprentices; ensuring safe working environment, scheduling of employees billing of projects and inventory are also duties of the Shop Manager.

May be required to go out on cat-train re-supply to remote sites or to repair equipment or vehicles anywhere in the town of Cambridge Bay, including the airport.

Knowledge, Skills, and Abilities

Manager must have strong skills in reading diagrams, schematics and equipment manuals.

Manager should have knowledge of safety concerns related to the repair and maintenance of heavy equipment.

Manager should have extensive experience working on all different makes and models of heavy and light duty equipment.

Manager should possess a sound understanding of the limitations in repairs when working in remote camps and have good manual dexterity at sub-zero temperatures.

Manager must be able to use computers for diagnostic information and reports, ordering of supplies and tracking of work. Above average time management skills are also a requirement.

Ability to supervise other mechanics, helpers and apprentices.

Working Conditions

Physical Demands

The incumbent will spend work day in various positions, at desk ensuring flow of paper work or stooped, hunched, bent over, laying on ground, leaning over or into equipment. Heavy lifting will be required on a regular basis as will fine detail work. Manager should be able to comfortably be able to lift up to 50 pounds on occasion.

Environmental Conditions

Typically the incumbent works in a garage environment. The incumbent may be exposed to loud noises, and unavoidable exposure to hazardous substances. These situations will be minimal and proper safety equipment will be provided. As the position is based in the Arctic, adverse weather conditions will be involved and Manager will be expected to work outdoors in sub-zero temperatures when equipment cannot be moved to indoor facilities.

Sensory Demands

Incumbent will be expected to listen and watch with care to help diagnose issues with equipment. Sensory distractions from other mechanics, equipment and staff working near by may interfere with the ability to concentrate.

Mental Demands

There is a constant pressure to provide high quality service and maintain equipment in the best possible state while being pressured to complete the job quickly in order to complete the project in a timely fashion.