



Position Description

POSITION TITLE: Automotive Technician
DEPARTMENT: Public Works
REPORTS TO: Shop Foreman

SUMMARY OF POSITION:

The Automotive Technician is required to perform skilled tasks in the mechanical repair and maintenance on the county's light duty fleet. The candidate must be able to analyze, troubleshoot, dismantle, align, assemble and adjust mechanical equipment and machinery to maintain it in efficient operating condition. Work assignments will be received in the form of oral or written work orders, but the employee is expected to determine the nature and extent of needed repairs.

RECOMMENDED TRAINING & QUALIFICATIONS:

- Licensed Alberta Automotive Technician
- Minimum two years' working knowledge and understanding of mechanical and/or electrical components
- A valid drivers license
- Ability to carry out color identification of wires, paint, etc.
- Capable of carrying out instructions accurately and methodically
- Able to demonstrate a knowledge and understanding of mechanical and or electrical components
- Physically capable of working in confined and awkward spaces
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

KEY DUTIES AND RESPONSIBILITIES:

1. Provide vehicle troubleshooting and diagnostic repairs
2. Experience working with commercial equipment, machinery and vehicles
3. Installation of new and added-on equipment
4. Conduct first, second and third line repairs, modifications on vehicles
5. Perform scheduled and unscheduled maintenance and repairs to municipal equipment in order to ensure that the equipment is available, reliable and safe to operate
6. Monitor parts usage and report on any materials issues
7. Assist in ordering replacement equipment, parts and supplies

AUTOMOTIVE TECHNICIAN JOB DESCRIPTION

- 8. Accurate completion of work orders and time sheets**
- 9. Must be able to follow work place safe work procedures, policies and regulations, and have their subordinates to follow the same**
- 10. Test repaired equipment for proper performance**
- 11. Clean, lubricate and perform other maintenance work**
- 12. Keep detailed and accurate maintenance reports and documentation**
- 13. Maintain a working knowledge of changes in technology and repair techniques**
- 14. Maintain safe working conditions and adhere to occupational health and safety regulations**
- 15. Assist in preparing preventative and predictive maintenance schedules**
- 16. Perform in a team environment with minimal supervision**
- 17. Maintain courteous relations with the public, other contractors, council members and other co-workers**
- 18. Other mechanical repair work as required**

WORK CONDITIONS:

- 24/7 availability may be required
- Physical ability to lift up to 50lbs
- Travel to off-site locations may be required
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, etc.
- Overtime as required
- Hazards associated with the trade
- Work both indoors and outdoors
- May be exposed to construction sites

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position requires operation of County vehicle making it a safety sensitive position, so drug and alcohol testing is required on hiring.

*Revised as of July 2022