

DTR Job Description



Position Title: Technician, Automotive

Department: Public Works

Reports To: Director, Operations and Infrastructure

Date: June 20, 2022

Job Purpose/Summary:

Under the direction of the Director, Operations and Infrastructure or designate, the Automotive Technician is responsible for all aspects of the District of Tumbler Ridge's Fleet Maintenance requirements under minimal supervision. This is a mixed fleet environment and having heavy duty experience is an asset.

Examples of Work:

1. The maintenance, diagnosing and repair of the District's mixed fleet including small equipment;
2. The implementation and scheduling of the Preventative Maintenance Program for the District fleet;
3. All pertinent Municipal, Provincial and Federal regulations, acts and laws are maintained and followed as required;
4. Using specialized test equipment when required.
5. Assists with ordering equipment, tools, materials and supplies;
6. Assists with necessary planning, requisitioning, stocking of parts and developing work procedures for effective and efficient operation of area of responsibility;
7. Ensuring all files, records and necessary paperwork are kept well organized and complete;
8. Assisting with the budget process and insuring costs are kept within the annual approved budgets for area of responsibility;
9. Responsibilities include the Public Works shop and yard and good housekeeping practices are expected and enforced;
10. Ensuring all safety practices and policies are understood and followed;
11. Ensuring District Bylaws and Policies are understood and followed; and
12. Other related duties may be assigned from time to time.

Knowledge, Skills and Requirements:

Education/Qualifications:

- British Columbia Trade Qualification or Red Seal Inter-Provincial Certification for Automotive Technician;
- Ministry of Transportation and Infrastructure's Commercial Vehicle Inspection Program Authorized Inspector Certification;
- Class 5 Driver's License;
- Air Brake Endorsement; and
- Grade 12;

Experience:

- Four (4) years' experience in a municipal public works environment;
- Four (4) years' experience in maintaining a mixed fleet of light and heavy equipment;
- Experience in supervision and direction of employees;
- Thorough knowledge of general municipal utility infrastructure and systems; and
- Knowledge of mechanical plant processes, maintenance and repair.

Effort Factors:

Physical Demands:

- Must maintain the physical agility, strength, fitness, and vision requirements required of the position;
- Must be physically able to lift heavy items employing safe lifting procedures;
- Must be able to perform highly physical tasks effectively under adverse and extreme environmental conditions;
- Must be able to work effectively from ladders and at extreme heights; and
- Must be able to work in confined spaces safely.

Mental Demands:

- Must be able to respond frequently changing operational demands;
- Must be able to deal effectively with difficult people and extremely stressful situations; and
- Must be able to understand written and/or verbal instructions

Working Conditions:

Work schedule will include shift work as required. The incumbent will be entitled to the benefits and conditions of employment as established in the C.U.P.E. Local 2979 Collective Agreement.

A SATISFACTORY CRIMINAL RECORD CHECK IS REQUIRED

Communications:

- Must possess sufficient interpersonal skills;
- Must be able to communicate clearly and effectively; and
- The ability to maintain harmonious working relationships with the general public and other staff members.

Tasks:

- Must be able to work effectively with minimal supervision and as part of a team;
- Must be able to maintain confidentiality in relation to information received or collected during the course of the work;
- Must be able to adapt effectively to changing operational priorities and tasks; and
- Must be able to assist with estimating, budgeting and purchasing.

Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety
- Integrity
- Personal Responsibility
- Team Work
- Respect
- Inclusiveness