

Job Description

JOB TITLE:

TITLE OF IMMEDIATE SUPERVISOR:

Heavy Duty Technician	
Public Operations	Team Lead Transit Garage/Shop

TITLE OF THOSE SUPERVISED:

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JOB FUNCTION:

Under the supervision of the Team Lead – Transit Garage – Public Operations, the Heavy-Duty Technician performs Heavy Duty mechanical level work on municipal Public Transit Vehicles and equipment, in compliance with corporate and provincially legislated Occupational Health and Safety regulations, policies and codes of practice and the City of St Albert Environmental Management System.

JOB DESCRIPTION:

- 1 Performs servicing and preventive maintenance inspections in accordance with established schedules and by diagnostic procedures.
- 2 Repair of Public Operations/Transit vehicles and equipment including heavy lifting, dismantling, cutting and cleaning parts and equipment being repaired or manufactured.
- 3 Evaluates defect reports, performs initial diagnosis and repairs if necessary.
- 4 Works with a variety of power and manual tools. Required to provide own manual tools to perform mechanical repairs.
- 5 Performs on-road repairs to vehicles, equipment and transit buses. Completes on-road bus change-overs and, if necessary, deals with public to explain situation.
- 6 Repairs air and hydraulic brake systems, steering, suspension and propulsion systems and performs minor alignments.
- 7 Rebuilds or replaces engines, transmissions, differentials, alternators, starters and all other parts and equipment allowed by the designated trade certificate of proficiency.
- 8 Repair or replace major components and assemblies. Diagnose problems in electrical equipment, electric vehicles and their systems, and repairs or replaces as required.
- 10 Perform light body work (interior and exterior) on vehicles and equipment such as door latch, handle repair, hinge, seats, door and window controls, body mouldings and grills.

- 11 Writes inspection reports, work orders, parts requisitions, and makes pertinent entries in log books, parts and inventory records.
- 12 Test drives vehicles for diagnosis and to determine the effectiveness of completed repairs.
- 13 Ensures that proper safety procedures and requirements are adhered to and participates in regular safety activities such as tailgate meetings, work site inspections, and investigation of all incidents.
- 14 Required to rotate through the standby roster.
- 15 Ensures compliance with legislation, Municipal Bylaws and City of St Albert policies and procedures.
- 16 Performs general shop maintenance tasks including sweeping and washing floors, cleaning hoists, pits, oil barrels, hoses, dispensers, and work benches.
- 17 Provides on-the-job training to and directs the work when required of apprentice technicians.
- 18 Related duties as required.

Skills, Knowledge, and Abilities Required:	Minimum Acceptable	Post-Appointment Requirements
Education: Include public schooling, university, business or trade school, licenses, apprenticeships, etc.	<ul style="list-style-type: none"> - Grade 12 - Class 5 Alberta Drivers License - "Q" (air) endorsement - Current First Aid certification - Completed the 4-year Journeyman Heavy Duty On/Off Road Technician program, recognized in the Province of Alberta. 	<ul style="list-style-type: none"> - Class 3 Alberta Drivers License within one year. - Professional Drivers Improvement Course (PDIC). - Health and Safety Courses. - Job related training.
Experience: (Years & Kind)	<ul style="list-style-type: none"> - Preferred candidates will have, 1 year or more experience as a Journeyman Technician, with a strong background in electrical systems, computer technology and communication software. - Class 1 to 3 Drivers License preferred. 	
Specific Skills	<ul style="list-style-type: none"> - Developed interpersonal skills 	

	<ul style="list-style-type: none"> - Developed writing skills - Developed planning and organizational skills - Developed instructional skills 	
Special Requirements:	<ul style="list-style-type: none"> - Knowledge of garage operations. - A driving record that reflects observance of traffic laws and safe driving practices. - Ability to make decisions based on established standards/codes and shows good judgment 	<ul style="list-style-type: none"> - Knowledge of City policies and regulations, bylaws, and acts.

WORKING CONDITIONS:

Primarily works in a heated garage but is required from time to time to work in all weather conditions. Requires physical exertion to lift heavy pieces of equipment, parts and/or machinery. May be exposed to dust, noise, greases, oils, gas, acids and fumes.

This job description has been reviewed and a copy provided to the Union.



City

August 2023

Date