



## Town of Rocky Mountain House

### POSITION DESCRIPTION FOR: Automotive Technician

<b>Department:</b>	Engineering and Operations	<b>Effective Date:</b>	August 26, 2022
<b>Reports To:</b>	Operations Manager		

#### **General Accountability:**

The Automotive technician is responsible under the direction of the Engineering and Operations Manager to ensure that all fleet vehicles large or small are maintained daily according to manufacturer's specifications and records kept

#### **Core Duties:**

- Must be able to trouble shoot mechanical issues and complete repairs to motors, transmissions, rear ends in all types of equipment as well as repairs and adjustments to minor equipment like weed whackers and push mowers
- Must be able to complete inspections on all equipment
- Must be able to weld and fabricate as required in the maintenance and repair of all types of equipment
- Responsible for the operations of the town's maintenance garage, tools, and vehicles
- Required to keep records of all maintenance and repair to all town vehicles
- Assist the Operations Manager in the selection of new vehicles and equipment
- Taking inventory of all parts and materials kept in stock including fuel
- Propose and carry out preventative maintenance schedules
- Actively participate in the Health and Safety program
- Work overtime as required
- Perform other duties as assigned related to the functions of the department

#### **Support to others**

- Work with the other departments and their equipment as required

#### **Health and Safety:**

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings, and reporting.

#### **Reports To:**

- Engineering and Operations Manager.

#### **Minimal Qualifications:**

- Must be a licensed Automotive Technician
- Must possess a minimum of 10 years of direct experience in the mechanical field and maintenance records.
- Municipal experience preferred
- Valid class 5 driver's license
- Must be able to use Microsoft office for maintenance records

- Organized, self-directed and able to function with minimal supervision
- Certified training or willing to get First aid and CPR, WHMIS and Dangerous goods

**Guidance Received:**

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- *Province of Alberta Municipal Government Act and regulations*
- Town of Rocky Mountain House Bylaws.
- Alberta Labor Standards
- Occupational Health and Safety Act, Code, and other related documentation
- Municipal District Bylaws, Policies and Procedures and Administrative Guidelines
- WCB Guidelines
- Written and/or oral directives received from the C.A.O
- Town of Rocky Mountain House Policies and Procedures.

**Contacts:**

The Automotive Technician will frequently have contact with the following.

- Town of Rocky Mountain House staff
- Town of Rocky Mountain House organizations

**Environment:**

Features of work which create unusual demands or, which create physical and/or mental stress are.

- The ability to make recommendations and decisions are limited to processing improvements
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

**Physical Demands:**

This position may include the following:

- Bending & twisting motions
- Lifting over 50 lb
- Being on your feet for long periods of time
- Working in an uncontrolled environment outside in the winter

CAO Approval: 

Date: 08/29/22

**SIGNATURES:**

**I have read and understand the contents contained within this job description. The manager of this position has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Automotive Technician. This description will form the basis for my classification level and the basis for my performance evaluation.**

**Employee Name:** \_\_\_\_\_

**Employees Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_