

TRUCK AND COACH TECHNICIAN

Department: Public Works
Reports To: Airport/Public Works Supervisor
Supervises: Not Responsible for Supervision of Staff
Review Date: August 2023

SUMMARY OF POSITION

Under the direction of the Airport/Public Works Supervisor, the Truck and Coach Technician performs the day-to-day maintenance of machinery, equipment, vehicle, and the Public Works facility including inspecting, diagnosing, repairing, and maintaining the municipality's fleet and related equipment to ensure safe and cost-effective delivery of service. This position fabricates and/or orders necessary parts to maintain good working order of mechanical equipment, provides technical guidance to others, and completes related administrative tasks.

FUNCTIONAL RESPONSIBILITIES

- ❖ Performs preventative maintenance and care schedules for all vehicles and heavy equipment within the Recreation, Public Works, Parks, Fire, and other departments.
- ❖ Advises the Supervisor on matters pertinent to the maintenance, inspection, repair and operation of heavy and light duty equipment and vehicles.
- ❖ Maintains records and mandatory documentation required by the Ministry of Transportation of Ontario (MTO) and the Commercial Vehicle Operator Registration (CVOR) in compliance with legislative and regulatory standards.
- ❖ Responds to various emergency situations related to maintaining municipal vehicles and equipment.
- ❖ Handles all materials related to vehicle maintenance and repairs.
- ❖ Performs the responsibilities of the position within the legislative and regulatory standards set out in applicable Provincial and Municipal Acts and the operational policies of the Municipality.
- ❖ Coordinates the ordering of related parts and supplies as needed.
- ❖ Communicates technical information to drivers and operators regarding general maintenance schedule.
- ❖ Coordinates third-party service contracts when required.
- ❖ Completes repairs to vehicles and heavy equipment as needed which may include, but is not limited to, rebuilding, replacing, or repairing vehicle parts such as engines, brakes, transmission lines, electrical assemblies, hydraulic and pneumatic components, and accessories.
- ❖ Repairs, dismantles, inspects, rebuilds, assembles, adjusts, and tests all gas- and diesel-powered equipment, including, but not limited heavy equipment, pickups, chainsaws, water pumps, and portable generators.

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- ❖ Performs diagnostic to evaluate mechanical and electrical/electronic problems in vehicles/equipment.
- ❖ Performs welding and body repairs on vehicles.
- ❖ Maintains a clean Public Works shop including general maintenance and facility cleaning duties in the shop, parts, and storage areas.
- ❖ Orders fuels, performs fuel dips and completes fuel quality inspections and paperwork regarding fuel storage at the Public Works department.
- ❖ Ensures that equipment and tools are properly maintained, calibrated, and stored.
- ❖ Completes Ministry of Transportation Mechanical Fitness and other required inspections, including the signing of all required certificates and forms in compliance with the legislative and regulatory standards.
- ❖ Assists in the development and coordination of preventative maintenance routines for municipal vehicles and equipment to assist in extending life spans and reduce downtime in consultation with the Community Services and Operations Manager.
- ❖ Adheres to Town and Departmental policies, procedures, and programs. Contributes to the completion of department goals and objectives.
- ❖ Assists in the maintaining a positive team environment by working cooperatively with other staff, using the appropriate processes for handling problems, helping to motivate and encourage peers, contributing ideas, and assisting others where necessary.
- ❖ Performs other related duties as assigned.

POLICY/PROCEDURE

- ❖ Not responsible for the policy and procedure management.

STRATEGIC MANAGEMENT

- ❖ Not responsible for the strategic management.

EDUCATION AND QUALIFICATIONS

- ❖ Successfully completed a two (2) years community college diploma in Automotive Service Technician or equivalent, with a minimum of one (1) year experience with repair and maintenance of heavy equipment is required.
- ❖ An equivalent combination of education and experience will be considered.
- ❖ Valid class "T" Truck & Coach Technician Licence (310T).
- ❖ Valid class "S" Automotive Service Technician Licence (310S).
- ❖ Propane Safety & Handler Certificate.
- ❖ Wheel Installer Certificate.
- ❖ Electrical Awareness Certificate.
- ❖ Must supply own completed set of tools and chest (except specialty tools).
- ❖ Working At Heights Training Certificate.

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- ❖ Confined Space Training Certificate.
- ❖ Chain Saw Certificate.
- ❖ Traffic Control Certificate.
- ❖ First Aid/CPR & AED Certificate.
- ❖ Workplace Hazardous Materials Information System (WHMIS) Training Certificate.
- ❖ Possess a valid DZ Driver's Licence in good standing.
- ❖ Satisfactory Criminal Records Check (CRC).

KNOWLEDGE AND SKILLS

- ❖ Complete knowledge of current MTO Vehicle Inspection requirements.
- ❖ Knowledge of welding and fabrication.
- ❖ Knowledge of current hydraulic and pneumatic components, including operation and repair procedures.
- ❖ Ability to operate heavy equipment to evaluate problems.
- ❖ Ability to operate diagnostic equipment and tools, analyze problems and implement solutions.
- ❖ Strong problem-solving skills and abilities.
- ❖ Knowledge and use of general office equipment including relevant computer software.
- ❖ Good interpersonal, communication (written and oral).
- ❖ Good organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast-paced environment with flexibility to changing priorities.
- ❖ Ability to work above the head for periods of time and in awkward positions.
- ❖ Ability to perform physical work (lifting (up to 50 lbs), standing, crawling, climbing, pushing, pulling, carrying).
- ❖ Ability to work effectively and safely in a variety of weather conditions.
- ❖ Ability to multi-task in a busy/high paced work environment and will be exposed to environmental noise.
- ❖ Ability to work independently with minimal supervision and in a team environment.

PERSONAL CONTACTS

- ❖ Internally, this includes:
 - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council.
- ❖ Externally, this includes:
 - The public and suppliers.

HEALTH AND SAFETY

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- ❖ Ensure that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

WORKING CONDITIONS

Work occurs in an indoor public works shop with some outdoor work in all weather conditions with minimal of public contact. This position requires long periods of standing, sitting and walking as well as consistent physical exertion, visual and mental concentration. Based on a 40-hour work week with the core operating hours of 7 AM – 4 PM, Monday through Friday. Occasional overtime and unusual hours required to responds to various emergency situations relating to maintaining municipal vehicles and equipment. Work involves exposure to dangerous/hazardous/biohazardous materials and environment.

NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.