

## Vehicle, Equipment and Service Technician

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### **DEFINITION**

This is specialized and complex technical or sub-professional engineering work performed in a variety of areas related to vehicle, and mobile equipment services.

Employees of this class use complex technical skills in performing engineering related work functions. The work performed requires incumbents to provide technical support and reports to engineers, users, suppliers, manufacturers, maintenance staff and/or others. The nature of the work allows technicians within this class to exercise initiative, judgement and resourcefulness when performing assignments such as developing preventative maintenance systems, conducting failure analysis or selecting and disposing of equipment and vehicles.

Supervision may be exercised over technical, mechanical and other support staff; while direction and guidance may be given to suppliers, manufacturers, users and/or shop maintenance staff. The work is performed under general supervision and is reviewed by a superior to ensure accuracy and conformance to established procedures and standards.

### **TYPICAL DUTIES\***

Develops and maintains systems to reduce vehicle and equipment downtimes and overall maintenance costs; monitors and analyzes existing and/or proposed systems; recommends system revisions, improvements and implements as required.

Coordinates retention and disposal of vehicles and/or equipment; analyzes and reviews bids and tenders; recommends procurement, retention and disposal; conducts appropriate tests and trials.

Prepares equipment specifications and/or records; prepares work orders and authorizes repairs or maintenance for new vehicles and equipment; analyzes costs and benefits, and recommends investment decisions.

Designs specialized equipment and/or attachments to meet user needs; ensures safety, health and other operator protection rules and regulations are adhered to.

Maintains and coordinates schedules to allow for optimum shop leading one resource allocations; recommends changes to existing systems of record keeping and reviews for accuracy and effectiveness.

Conducts failure analysis; determines reasons for defective components; recommends changes and implements new programs, training, vehicle and equipment modifications or other procedures and services as required.

Provides technical advice to users and departmental staff; develops contacts with vendors, suppliers and manufacturers; explains policies and procedures; assists in contract interpretations and warranty claims.

Conducts in-depth studies; prepares reports and recommendations; evaluates and coordinates changes resulting from factors such as new technology, legislation and/or obsolescence; compiles and maintains appropriate reference library.

Develops internal rental rates; estimates costs of replacement, life cycle, disposal and others; analyzes historical data and files; justifies rates to users.

Assists in budget preparation; develops schedule of procurements and provides updates; expedites services and deliveries; coordinates interfacing of vehicle and/or equipment attachments or modifications; negotiates adjustments to contracts to ensure compliance with specifications.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of the technical and mechanical principles and practices related to vehicles, equipment and services.

Knowledge of applicable policies, standards and regulations pertaining to equipment, vehicles and services.

Ability to meet and deal effectively with users, departmental staff, subordinates, vendors, dealers and others.

Ability to communicate verbally and in writing with precision and accuracy.

Ability to read and interpret plans, specifications and diagrams and to design modifications and attachments.

Skill in operating vehicles, equipment and systems related to the work assigned.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of a two (2) year diploma in an appropriate Engineering Technologist program and a minimum of two years experience related to the work assigned Applicant(s) must be eligible to be recognized as a Certified Engineering Technologist (C.E.T.) with ASET and must possess a valid Alberta Driver's License.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0815		0816	
Last Updated:	2003-02			
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