

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Mechanical Technician

Current Class

Automotive Service Technician

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

None

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

The Mechanical Technician performs maintenance, diagnostics and repairs to a diversified range of wildfire suppression equipment including various water pumps, chainsaws, brush saws and generators. Additional equipment used by the Department such as lawn equipment, all terrain vehicles, trailers and other mechanical equipment is also serviced. All work is performed to Wildfire Management Branch standards and manufacturer's specifications so that reliable fire

suppression equipment is readily available for wildfire management programs.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Performs maintenance, repairs and certifications on a variety of fire suppression equipment used by the Wildfire Management Branch (WMB)

- Diagnose defective equipment and make repairs as required to ensure the equipment is serviceable and available for redeployment on wildfires.
- Perform maintenance and testing of serviced equipment to ensure outcomes meet specified standards.
- Test and evaluate new equipment and components for future use by the WMB.
- Provide field support for wildfire operations including but not limited to the manning of mobile repair trailers and equipment service at off-site facilities.
- When requested, assist other areas at the Provincial Warehouse and Service Centre with task completion.

Performs preventative maintenance and repairs to lawn tractors, brush saws, grass trimmers, mowers, trailers and light vehicles.

- Diagnose and complete repairs to a variety of lawn keeping and brush cutting equipment, trailers and light vehicles.

Performs preventative maintenance and repairs to all terrain vehicles (ATV's).

- Diagnose and complete repairs to ATV's for the Wildfire Management Branch.

Complete administrative responsibilities

- Completion of work orders to record the labor, parts and type of repairs done on equipment certified for use.
- Assist with inventory control; including order lists, stocking and audits of parts and supply inventories.
- Assist with the completion of mechanical shop equipment inspections, cleaning and maintenance.
- Daily complete time exceptions and expense account information as necessary.
- Use the Internet for identification of replacement parts and equipment service documentation.
- Participate in both on-line and in person training as required. Complete annual Performance Agreements, ongoing performance reviews and other GOA correspondence.
- Adhere to GOA and WSC policies regarding cell phone and computer use.

Problem Solving

Typical problems solved:

Diagnosing out of service equipment without problem history.
Identifying substandard equipment performance and make the necessary repairs.
Maintain repair volume/turn around times throughout the year.

Types of guidance available for problem solving:

Work experience and shared knowledge from other team members is advantageous for expediting proper repairs. Service manuals ensure thorough and standardized equipment repairs.

Direct or indirect impacts of decisions:

Decisions made by the Mechanical Technician can effect the reliability and longevity of serviced equipment. Effects on current and future costs of repairs are also influenced by the mechanics repair decisions. Workloads are effected by repair quality because proper repairs minimize premature equipment problems.

Key Relationships

Major stakeholders and purpose of interactions:

Supervisor - for work priorities and daily operations.
Shop personnel - exchanging information and assistance when necessary to complete job functions.

Equipment users - to inform staff on the proper use and maintenance of the equipment and to gain information for diagnosing equipment problems.
 Warehouse staff - to assist with various supply, service and shipping/receiving needs.
 Equipment manufacturers/suppliers - for equipment information, service procedures and specifications.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

Journeyman level trade certificate as listed below

Job-specific experience, technical competencies, certification and/or training:

Must have Journeyman level trade certificate as an Outdoor Power Equipment Technician, Automotive Service Technician or Heavy Equipment Technician with verifiable previous work-related experience. Current First Aid & CPR, and Defensive Driving is necessary along with knowledge of OH&S, MSDS and WHMIS regulations is also required.

Good working knowledge of internal combustion engines including 2-stroke and 4-stroke principals of operation, diesel engines, carburetor and fuel injection systems, point and electronic ignition systems is necessary. The ability to read and comprehend service and repair manuals is required. Applied knowledge of hand and air operated tools is needed. Diagnostic skills and proper repair procedures including engine rebuilding skills are required. Knowledge of the variety of specialized equipment used in wildfire management is preferred.

Good computer skills are required to complete daily correspondence, reporting and equipment research activities. Training and experience in welding (MIG & TIG) and machining is also advantageous.

Position requires good written and verbal English language skills.
 Must be physically fit, without mobility limitations and capable of lifting up to 60 pounds.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers	The Mechanical Technicians activities must efficiently follow the most current protocols to effect timely repairs on different equipment based on often changing organizational needs.
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks	Service needs for the Wildfire Management Branch can exceed resources. In order to minimize operational disruptions the Mechanical Technician must strive for thorough,

		for advice when lacking information or multiples priorities • Operates within APS value system	timely and predictable service of WMB equipment.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	Creative and diverse service approaches in collaboration other staff ensures the ability to properly service a variety of different equipment.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Creates an open environment of communication: • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration	To meet the delivery needs of the WSC staff of this section work collectively to complete all service goals.
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Seeks out learning and knowledge-sharing opportunities: • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports	Remaining current with manufacturer and Ministry practices is key. Striving to improve ones self also assists organizational growth.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)