

# Automotive Service Technician – Subsidiary 4

## APS Benchmark Listings

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Sub.	Bench- mark No.	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
<b>Automotive Service Technician (Point Range 192 - 227)</b>												
004	<a href="#">044AM15</a>	Agriculture & Forestry	Small Engine Mechanic	D	I	1	132	25	33	R1	38	203

Last Review / Update: 2016-03-11

## Subsidiary 4 Benchmark Evaluation - 044AM15

### Identification Section

<b>Working Title:</b>	Small Engine Mechanic
<b>Department:</b>	Agriculture and Forestry
<b>Division, Branch/Unit:</b>	Forest Protection Division, Wildfire Services Branch
<b>Reports To:</b>	Mechanical Supervisor - Heavy Equipment Technician 2
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">044AM15</a>
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standard</a> for Automotive Service Technician
<b>Job Code:</b>	<a href="#">044AM</a> - Automotive Service Technician

### Comments on Role

This position is responsible for the diagnosis, repair, testing and certification of small engine and related equipment used by the ministry. This includes fire equipment, boats, ATVs, snowmobiles, trailers, vehicles and other mechanical equipment.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI1 132	25% 33	R1 38	203

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

- Position must have journey level trades certification as an Automotive Service Technician. Must have the content knowledge and ability to make mechanical repairs to a wide variety of vehicles and use various shop tools including welders and diagnostic equipment. The combination of specialized skills results in a D rating.

**Complexity and Diversity:**

- Position independently diagnoses and repairs a variety of equipment.

**Human Relations Skill:**

- Human relations skills are utilized in the exchange of information with co-workers and supervisor in regards to diagnosing equipment problems and ordering replacement parts as required.

- **Creativity/Problem Solving:**

Position applies judgement to make repairs within established procedures to ensure equipment is working within specified standards.

- **Responsibility:**

Position is focused on servicing and repairing motor vehicles and other similar equipment.

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**Last Reviewed:**

Last Review / Update: 2016-03-11

## Subsidiary 4 Benchmark Job Description - 044AM15

### Identification Section

<b>Working Title:</b>	Small Engine Mechanic
<b>Department:</b>	Agriculture and Forestry
<b>Division, Branch/Unit:</b>	Forest Protection Division, Wildfire Services Branch
<b>Reports To:</b>	Mechanical Supervisor - Heavy Equipment Technician 2
<b>Levels to D.M.:</b>	5

### Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

This position is responsible for the diagnosis, repair, testing and certification of small engine and related equipment used by the Department. This includes fire equipment, boats, ATVs, snowmobiles, trailers, vehicles and other mechanical equipment.

### Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

- Maintain and repair fire equipment, boats, ATV's, snowmobiles, trailers, vehicles and other mechanical equipment:**
  - Diagnose defective equipment items and make repairs as required to make the item serviceable.
  - Perform testing of fire equipment items to ensure they are within specified standards.
  - After testing, certifies the item is serviceable and is ready for use.

- Provide field support for wildfire operations.
- Test and assess new equipment items and components on an ongoing basis.

## 2. Administrative Responsibilities

- Complete work orders to record the labour, parts and type of repairs done on items certified for use.
- Create parts order lists, stocking and counting of parts and supplies inventories.
- Participate in training sessions for Department staff on the basics of equipment operations and maintenance.
- E-mail management.
- Month-end salary report, expense account and learning account records completion and submission.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position services and repairs a variety of small engine and related equipment including fire equipment, boats, ATV's, snowmobiles, trailers, vehicles and other mechanical equipment used by Department staff to conduct their operational programs. Position also repairs and certifies fire equipment items loaned to other agencies when the items are returned to Alberta. Position is critical in supplying serviceable equipment items for fire suppression activities and other Department programs. Properly operating fire equipment is essential to protect department staff and members of the public during wildfire events. The small engine mechanics provide mechanical services to equip over 5000 permanent, seasonal and emergency firefighters. This is an essential support position for the wildfire suppression program and provides valuable support services for other Department programs.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Communication is usually for the purpose of exchanging information with co-workers and supervisor in regards to diagnosing an equipment problem and ordering replacement parts as required. The position may also have contact with the equipment users to determine repair requirements on specific equipment items e.g. ATV's, snowmobiles, trailers, etc.

## **Knowledge, Skills and Abilities**

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

- Automotive Service Technician Certificate is required plus two years experience in small engine repair. Additional courses in small engine repair and training/experience with marine engines, boats and trailers would be beneficial.
- Training and experience in related trades e.g. welding, millwright, etc. would be beneficial.
- Knowledge of OH & S Regulations and working practices, WHMIS and MSDS is required.
- Basic computer skills and knowledge of Microsoft Office is required.

## **Organization**

**(Working titles of positions reporting directly to this position.)**

This position has no supervisory responsibilities.

Last Review / Update: 2016-03-11