

# Heavy Equipment 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>Heavy Equipment Technician 2 (Point Range 269 - 313)</b>												
004	<a href="#">046HD32</a>	Agriculture & Forestry	Mechanical Supvr.	D+	I	2	175	29	50	R1	57	282
<b>Heavy Equipment Technician 1 (Point Range 192 - 227)</b>												
004	<a href="#">044HD56</a>	Agriculture & Forestry	Mechanic	D	I	1	132	25	33	R1	38	203

Last Review / Update: 2016-03-11

## Subsidiary 4 Benchmark Evaluation - 046HD32

### Identification Section

<b>Working Title:</b>	Mechanical Supervisor
<b>Department:</b>	Agriculture and Forestry
<b>Division, Branch/Unit:</b>	Forest Protection Division, Wildfire Services Branch, Provincial Warehouse, Mechanical Section
<b>Reports To:</b>	Provincial Warehouse Manager
<b>Levels to D.M.:</b>	4
<b>Job Description:</b>	<a href="#">046HD32</a>
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Heavy Equipment Technician
<b>Job Code:</b>	<a href="#">046HD</a> - Heavy Equipment Technician 2

### Comments on Role

Position oversees a provincial shop that maintains and repairs fire suppression, highway, automotive, heavy duty and off road equipment utilized throughout the province. It assigns work and allocates tradesmen time. This is inclusive of assisting tradesmen in repair procedures and techniques when problems are encountered.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I2 175	29% 50	R1 57	282

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

- Position requires journey level trade certification in a related trade and considerable repair experience. It also requires a thorough knowledge of small engine, automotive and heavy-duty equipment repair. In addition, it also needs to have knowledge of OH&S acts and regulations and equipment inspection requirements. This combination of content knowledge results in the D+ rating.

**Complexity and Diversity:**

- Position must have the ability to oversee and coordinate a large shop operation.

**Human Relations Skill:**

- Position has influence through its supervisory responsibilities, including the allocation of staff time to best utilize available manpower.

- **Creativity/Problem Solving:**

Position is highly operational and is also responsible for administrative tasks in overseeing a large shop operation. Tasks are diverse and latitude is permitted in deciding the course of action to take in differing situations.

- **Responsibility:**

Position primarily is focused on providing repair shop services for clients.

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**Last Reviewed:**

Last Review / Update: 2016-03-11

## Subsidiary 4 Benchmark Job Description - 046HD32

### Identification Section

<b>Working Title:</b>	Mechanical Supervisor
<b>Department:</b>	Agriculture and Forestry
<b>Division, Branch/Unit:</b>	Forest Protection Division, Wildfire Services Branch, Provincial Warehouse, Mechanical Section
<b>Reports To:</b>	Provincial Warehouse Manager
<b>Levels to D.M.:</b>	4

### 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.)**

The Mechanical Supervisor oversees a provincial shop that maintains and repairs fire suppression, highway, automotive, heavy duty and off road equipment utilized throughout the province. Position assigns work and allocates tradesmen time to best utilize available manpower. Responsibilities include assisting tradesmen in repair procedures and techniques when problems are encountered.

### 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.)**

1. **Oversee shop operations.**
  - Responsible for completing work orders.

- Track equipment.
- Allocate tradesmen time to best utilize manpower throughout the year and in emergencies.
- Requisition and order all repair parts and supplies for shop operations.
- Maintain a parts inventory.
- Research alternate parts sources and suppliers to minimize costs while maintaining certification standards.
- Co-ordinate work through other trades and private sector shops such as machining, fabrication and welding.
- Maintains Commercial Vehicle Inspection Certificate.

## **2. Supervisory responsibilities.**

- Provide overall guidance and direction to several trades and support positions.
- Assist tradesmen in repair procedures and techniques when problems are encountered.
- Involved in the staff recruitment process.
- Formally appraise performance.
- Ensure all tradesmen are exercising safe procedures and that trade practices and regulations are followed.

## **3. Contact for mechanical problems from other shops and personnel.**

- Discuss problems and make decisions on repair procedures.
- Provide overall guidance.
- Attend department and inter-provincial meetings and be involved in researching patterns and trends in equipment failures.

## Scope

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

Position is responsible for a provincial repair shop that maintains fire suppression, trailers, generators, automotive, heavy duty and off-road equipment for the department. This position independently makes decisions on day-to-day shop operations including work orders, work prioritization and deployment of resources.

## Contacts

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

Communications are primarily for the purpose of guiding and directing staff. However, position also has external communications for the purpose of assisting other shops in resolving repair problems and to determine trends in equipment failures and solutions.

## 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.)**

- Position requires a thorough knowledge of small engine, automotive and heavy duty equipment repair including vehicle, heavy duty and fire suppression equipment.
- As well, position requires the ability to oversee and co-ordinate a large shop operation.
- Also requires knowledge of OH&S acts and regulations and equipment inspection requirements.
- Requires journey level trade certification in a related trade and considerable repair experience, and some supervisory experience.

## Organization

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

Position has full supervisory responsibility for four Small Engine/Automotive Mechanics, one Heavy Duty Mechanic and one Maintenance Service Worker.

Last Review / Update: 2016-03-11

## Subsidiary 4 Benchmark Evaluation - 044HD56

### Identification Section

<b>Working Title:</b>	Mechanic
<b>Department:</b>	Agriculture and Forestry
<b>Division, Branch/Unit:</b>	Forest Protection Division, Wildfire Services Branch, Provincial Warehouse, Mechanical Section
<b>Reports To:</b>	Mechanical Supervisor, Heavy Equipment Technician 2
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">044HD56</a>
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Heavy Equipment Technician
<b>Job Code:</b>	<a href="#">044HD</a> - Heavy Equipment Technician 1

### Comments on Role

Position performs diagnostics, repairs and maintenance to a diversified range of fire fighting equipment and vehicles and trailers. It typically performs shop repairs, however, it also provides field support across the province.

### 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 a journey level trades certification as a Heavy Equipment Technician as well as a Commercial Vehicle Inspection certificate. The position requires a broad knowledge of a wide variety of mobile equipment and specialized equipment used in emergency fire fighting situations, resulting in a D rating.

### **Complexity and Diversity:**

- Specialized technical skills are needed in repairing, maintaining and diagnosing a variety of manual, electronic and pneumatic tools and equipment.

### **Human Relations Skill:**

- Contacts are typically for the purpose of gaining sufficient information to diagnose an equipment problem or to provide basic maintenance and operating directions.

- **Creativity/Problem Solving:**

Position takes on a diverse role with work performed in accordance with trade practices and manufacturer's specifications. Position seeks guidance on major repairs and major repair costs from its supervisor and occasionally seeks technical guidance from the supervisor.

- **Responsibility:**

The position is part of a centralized provincial mechanical maintenance and repair service provided to the department.

### **Last Reviewed:**

Last Review / Update: 2016-03-11

## Subsidiary 4 Benchmark Job Description - 044HD56

### Identification Section

<b>Working Title:</b>	Mechanic
<b>Department:</b>	Agriculture and Forestry
<b>Division, Branch/Unit:</b>	Forest Protection Division, Wildfire Services Branch, Provincial Warehouse, Mechanical Section
<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.)**

The Mechanic performs diagnostics, repairs and maintenance to a diversified range of fire fighting equipment and vehicles and trailers including power generators, water pumps, tractors, trucks and chainsaws in support of the provincial forest protection programs. While the position more typically performs shop repairs, it also provides field support across the province.

### 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.)**

- Perform preventative maintenance, repairs and overhauls to a variety of fire fighting support equipment including heavy-duty generators and chainsaws.
- Perform preventative maintenance, repairs and overhauls of emergency water pumps and related equipment used in fire fighting throughout the province.
- Repair, maintain and certify small equipment such as pumps, saws and power plants for use

in emergency fire fighting.

- Perform preventative maintenance and repairs to heavy-duty equipment including forklifts, trucks, vans, trailers and other mobile equipment.
- Conducts CVI inspections on vans, busses and trailers.
- Perform preventative maintenance, repairs and overhauls to ATV's and snowmobiles.
- Does some welding and fabrication work for department staff.

## Scope

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

Position is part of a centralized provincial mechanical maintenance and repair service provided to the department. Work, for the most part, is performed independently in accordance with trade practices and manufacturer's specifications. Position will seek guidance on major repairs and major repair costs from its supervisor and occasionally seeks technical guidance from the supervisor.

## Contacts

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

Contacts are typically with equipment users for the purpose of gaining sufficient information to diagnose an equipment problem or to provide basic maintenance and operating directions.

## 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.)**

- Requires a broad knowledge of a wide variety of mobile equipment and specialized equipment used in emergency fire fighting situations.

- Must be able to operate a variety of manual, electronic and pneumatic tools and equipment required to diagnose and repair mechanical problems.
- Must have a journey level trades certification as a Heavy Equipment Technician and a Commercial Vehicle Inspection certificate.
- Requires knowledge of MSDS and WHMIS.
- Must have basic computer literacy.
- Must have First Aid, Defensive Driving.

## **Organization**

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

Position has no ongoing supervisory responsibilities however, does act as the Mechanical Supervisor in that persons absence.

Last Review / Update: 2016-03-11