



Job title: Heavy Vehicle Mechanics Technician
Department: Position specific to heavy trucks
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Written by:

SUMMARY JOB DESCRIPTION

<i>Repairs and maintains industrial trucks with diesel or gasoline engines, based on the dealer's or manufacturer's descriptive estimates.</i>

The **MAJOR TASKS** are listed below, but the incumbent may be assigned to other duties.

- Performs the work described in the work orders efficiently and accurately, applying the dealer's and manufacturer's standards.
- Determines the cause of any defects and does the repairs.
- Contacts the parts department to obtain the necessary parts.
- Stores and labels the parts, if the work is under warranty, or if the customer asks that this be done.
- Examines the vehicles to determine whether additional safety or maintenance work is required or recommended.
- Contacts the technical advisor or shop dispatcher as soon as possible, if additional work is required, if the work described is unnecessary, or if the repairs cannot be done within the prescribed time frame.
- Documents all work performed on the work orders.
- Road tests vehicles, if necessary.
- Participates in training programs and attends school and events sponsored by the manufacturer.
- Keeps up-to-date on the manufacturer's technical bulletins.
- Supervises the work of any apprentice technicians.
- Reports any defective or poorly functioning equipment to his/her supervisor.
- Ensures that the customer's vehicles are clean. Reports any incident which may affect the appearance or condition of a vehicle to the technical advisor as soon as possible.
- Ensures that the shop is clean and tidy.

- Maintains all the tools and manuals belonging to the dealership and takes responsibility for them; returns them to the correct location, in the same condition as when he/she received them.
- Keeps abreast of federal and provincial regulations and municipal bylaws governing matters such as the removal of hazardous waste, etc.; understands and observes them.
- Uses all tools and equipment carefully.
- Reports any safety issue to management as soon as possible.
- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

<p><i>N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.</i></p>
--

All rights reserved. Reproduction of this CD-ROM, in all or part, is strictly prohibited.