

# Employment Opportunity

Position:       Apprentice – Heavy Equipment Technician

Department:   Public Works

Reports to:     Fleet and Facilities Supervisor



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## POSITION SUMMARY

The Heavy Equipment Apprentice's primary responsibility will be to assist in maintenance and repair of Brazeau County's vehicles and equipment. At completion of their apprenticeship the individual will be a highly competent and efficient Heavy Equipment Technician that is adaptable to the changing and growing needs of Brazeau County's Fleet and Facilities division.

## RESPONSIBILITIES:

- Assist in diagnosis, repair and maintenance of vehicles owned and operated by Brazeau County
- Work alongside mechanics in daily preventative maintenance and repairs
- Cleanup of shop bays as required to ensure the shop area is kept clean and tidy
- Communicate with drivers and equipment operators to understand problems being encountered with equipment
- Willingness and ability to learn to operate all equipment in the fleet
- Adheres to guidelines as set out in Brazeau County's policies and administrative directives, and the Collective Bargaining Agreement.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, regulations and codes, and participates in the Health and Safety Program.
- To undertake any other reasonable duty, commensurate with the classification and responsibility of the position, across the department in order to meet service priorities and business continuity requirements.
- May be required in the event of a municipal emergency to support the emergency operations centre and incident action/recovery plan.

## COMPETENCY AREAS:

### Education/Training:

- High School Diploma or equivalent.
- Currently registered in an Alberta Apprenticeship Program.
- Preference will be given to a 4<sup>th</sup> Period Apprentice that has achieved their Off-Road License.

### Licenses/Certifications/Designation:

- Currently hold a Commercial Vehicle Inspection Program (CVIP) License or must obtain within twelve months upon hire date.
- Valid Class 5 License is required, Class 3 with Air Endorsement would be an asset.
- Will be required to attend an out of town recognized Post-Secondary Institute for Apprenticeship Training
- Satisfactory Five-Year Commercial Driver's Abstract is required.
- Satisfactory Criminal Record Check

### Experiences/Knowledge/Skills:

- Minimum three years apprenticeship experience in a shop environment.
- Familiarity with fleet maintenance programs is an asset.
- Previous experience with construction on highway trucks, municipal road maintenance, agricultural equipment is an asset.
- Must have and be willing to acquire tools.
- A strong service focus with good verbal and written communication skills are required to communicate effectively.
- Ability to carry out physical labor
- Moderate computer skills are required to operate vehicle and equipment software, email, and time tracking.

### Working Conditions:

- This position requires physical labour and dexterity while working in shop environment with exposure to noise, mud and dust.
- This position is exposed to inclement weather and road conditions.

### Physical Requirements:

- Labourer activities require considerable physical effort such as moving, standing, lifting, or pulling awkward objects.
- Must be able to lift over 30 kgs.
- Must be able to stand for prolonged periods while completing tasks.
- Must be able to drive vehicles and operate equipment.

## **ORGANIZATIONAL STRUCTURE**

### Direct reporting relationships:

- Fleet and Facilities Supervisor
- Lead Mechanic

### Indirect reporting relationships:

- Director of Public Works
- Assistant Director of Public Works
- Public Works Supervisors

### Interaction with external contacts:

- Vehicle, Equipment and Parts Vendors
- Contractors
- Residents

## **CLASSIFICATION**

### Compensation Classification:

- Union Full-Time Permanent
- Hours of Work per Collective Agreement: Monday to Friday, 7:30 am to 4:00 pm
- \$33.66 starting hourly rate if CVIP Licensed and 4<sup>th</sup> year Apprentice, rate may vary based on qualifications.
- Non-supervisory
- Tool Allowance

- Safety Allowance
- Benefits and Pension

## **HOW TO APPLY:**

- All applications require a cover letter indicating position applying for and summary of applicable qualifications, along with a detailed resume. Incomplete applications may not be accepted.
- Applications are to be emailed to [hr@brazeau.ab.ca](mailto:hr@brazeau.ab.ca) prior to the deadline.
- The deadline for applications is by 4:00pm on Tuesday, October 11, 2022.

***Thank you in advance to all applicants, only those who are shortlisted will be contacted.***

The Independent Spirit of Beautiful Brazeau County Inspires Innovative Leaders.

