



### **Job Summary**

The Automotive Service Technician, reporting to the Shop Supervisor, is responsible for the repair of all Eastern Irrigation District (EID) trucks, small trailers, quads, and office-yard trimmers and mowers in a fast-paced environment.

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### **Key Responsibilities**

- Working with the Shop Supervisor, determine, organize, and conduct repairs that are required on the automotive fleet; organize the outsourcing of specialized repairs including windows, body work, tires, etc. Contact vendors for purchase and sales of fleet vehicles.
- Obtain quotes for insurance claims and maintain registration and insurance cards for the automotive fleet.
- Receive daily deliveries, which may require the operation of a forklift.
- Maintain a clean Shop and handle plastics and used oil appropriately; clean and maintain the wash bay.
- As part of the Shop department, ensure the daily lock-up of the Shop, compound/yard, and all EID vehicles.
- Organize the construction laser rental and inventory.
- Rig out new trucks yearly.
- Working with the Shop Supervisor, develop and maintain effective relationships with automotive and parts vendors to ensure best quality and pricing on parts and other mechanically related items.
- Maintain accurate recording of expenditures and repairs related to automotive.
- Conduct all necessary paperwork including invoice coding and work orders related to automotive.
- Relate to, and communicate with co-workers, supervisors, management, and others, sincerely, clearly, tactfully, promptly, and courteously; respond to inquiries and issues promptly and professionally.
- Adhere to and comply with Eastern Irrigation District Health and Safety Management systems and all District policies, procedures, and programs in effect, and as amended from time to time.

- Ensure all operations are performed in a safe manner and in accordance with the District Health and Safety Management system program and District policies, procedures, and programs in effect, and as amended from time to time, as well as applicable Occupational Health and Safety Act legislation including,
  - participating in FLHA safety tailgate meetings, on the job training, safety training seminars, safely operating tools and equipment, and completing work in a safe manner.
- Ensure any required Personal Protective Equipment is on site and worn in accordance with safe job requirements.
- Perform additional tasks, consistent with the position, as may be required from time to time.

### **Job Qualifications**

- Minimum of five (5) years of automotive repair and maintenance experience
- Journeyman Automotive Service Technician Certification
- Strong interpersonal and communication skills
- Effective organizational and time-management abilities
- Valid Alberta Class 5 driver's licence required

### **Pre-Employment Requirements**

- Selected candidates will be required to undergo pre-employment background checks, including a Criminal Record Check.
- Selected candidates will be required to provide a Driver's Abstract.
- Successful applications must provide proof of qualifications.

### **Pre-Employment Alcohol and Drug Test**

The District recognizes that the use of alcohol and drugs can adversely impact a safe work environment and the well-being of others, as well as place the District's operations at risk. This position is a safety sensitive position and, as such, any person, including any current employee, who has applied for a safety sensitive position will be required to pass a Drug and Alcohol Test as a pre-condition to employment, being transferred or being temporarily assigned into a safety sensitive position as per the District's Drug and Alcohol Policy.