



District of Tumbler Ridge Job Description

Automotive Tradesman / Journeyman

- Department:** Public Works, PW
- Reports To:** Roads Foreman
- Updated:** March 6th, 2024
- About us:** The District of Tumbler Ridge is a great place to live and work. Our operations are diverse, requiring a variety of positions as well as different levels of skill and education.
- About the role:** Under the direction of the Roads Foreman, the Automotive Tradesman is responsible for diagnosing, repairing, and maintaining a wide range of vehicles, including heavy duty ensuring they are safe and operating efficiently.
- Responsibilities:**
- Will diagnose and repair the district's mixed fleet including small equipment.
 - Perform routine automotive maintenance tasks, including oil changes, tire rotations, and brake inspections.
 - Diagnose mechanical and electrical issues accurately using diagnostic tools and equipment.
 - Will maintain the scheduling of the preventative maintenance program for the district's fleet.
 - Conduct thorough vehicle inspections following all municipal, provincial, and federal regulations, acts, and laws to identify potential problems and recommend necessary repairs or maintenance.
 - Maintain cleanliness and organization of automotive shop and work area.
 - Assist with ordering equipment, tools, materials, and supplies.
 - Ensure all files, records and necessary paperwork are kept well organized and complete.
 - Adhere to all safety procedures and regulations while working on vehicles.
 - Communicate effectively with other district staff and departments.
 - Ensure all District Bylaws and Policies are followed.
 - Assist the Director of Operations and Infrastructure in conjunction with budgets, sourcing quotes, and inform when fleet is requiring replacement.
 - Any other related duties or tasks as required.



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Candidate Requirements:

- **REQUIRED** – British Columbia Class 5 Driver's License
- **REQUIRED** – Grade 12 or equivalent.
- **REQUIRED** – BC Trade Qualification or Red Seal Inter-Provincial Certification for Automotive Technician or Heavy-Duty Truck and Transport.
- **REQUIRED** – Must work effectively with minimal supervision and as part of a team.
- **REQUIRED** – Confined Space Certification or willingness to obtain.
- **REQUIRED** – Must be able to lift heavy items employing safe lifting procedures.
- **PREFERRED** – Ministry of Transportation and Infrastructure's Commercial Vehicle Inspection Program Authorized Inspector Certification.
- **PREFERRED** - Minimum of four (4) years of job-related experience.
- **PREFERRED** – British Columbia Class 3 Driver's Licence.
- **PREFERRED** – Thorough knowledge of general municipal utility infrastructure and systems.
- **PREFERRED** – Knowledge of mechanical plant processes, maintenance, and repair.
- **PREFERRED** – Must possess sufficient interpersonal skills.
- **PREFERRED** – Must be able to communicate clearly and effectively.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Working Conditions

Work schedule will normally be Monday to Friday, eight (8) hours shifts, but will include on-call shift to be worked as required. The Automotive Tradesmen will be entitled to benefits and conditions of employment as established in the C.U.P.E Local 2979 Collective Agreement.

****A CRIMINAL RECORD CHECK MUST BE COMPLETED****