

City of Victoria JOB VACANCY NOTICE Internal and External

CUPE LOCAL 50

DATE OF ISSUE: February 8, 2010

CLOSING DATE: February 22, 2010

Competition Number: **10/25 - Revised**

Position Title: **Leadhand – Small Equipment Depot**

Number of Positions: **One**

Duration: **Continuous**

Work Schedule: **Monday to Friday, 40 Hours per week**

Pay Group: **\$28.75 per hour, Pay Grade 10**

ALL APPLICATIONS MUST BE received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

Please submit your application quoting the above competition number to:
The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C., V8W 1N8,
by FAX to (250) 361-0238 or by email to hr@victoria.ca

DEPARTMENT: Engineering / Operations / Small Equipment & Tools

POSITION FUNCTION

Coordinate and participate in the repair and service of small tools and equipment.

KEY DUTIES

Coordinate, assign, review and participate in the work of approximately 3 staff involved in small equipment servicing and stores; ensure schedules, procedures and established performance and safety standards are met; instruct staff in equipment repair and demonstrate the operation of construction and safety equipment to public works staff; provide input to employee performance appraisals; complete daily time sheets.

Repair, test, service and assemble equipment such as saws, tampers, generators, drills and hoses; calibrate gas detectors and maintain records of use; use diagnostic tools such as multi-meter calibration kit and revolution counter, arrange for the sharpening of parts through open orders or requisition; operate a vehicle to pick up parts as required. Maintain a variety of manual and computerized records such as equipment maintenance reports and inventory; conduct annual inventory count; complete section activity reports; order equipment, parts and supplies from City stores and outside suppliers; make recommendations on purchase of new or replacement equipment.

Issue equipment; record job and crew number; load and unload equipment manually or using a forklift or crane.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by requests for service and maintenance schedules; special projects are assigned by supervisor.

Work is reviewed upon completion and by reports to supervisor.

Issues such as purchases of new equipment and staffing matters are referred to supervisor with recommendations.

WORKING CONDITIONS

Physical Effort:

Lift and move heavy equipment and materials. (often)

Mental Effort:

Normal.

Visual/Auditory Effort:

Normal.

Work Environment:

Repair shop.

Work outside in all weather conditions. (occasional)

Exposure to dust, fumes, fuels and equipment noise. (often)

KEY SKILLS AND ABILITIES

Organize and prioritize the work of a unit.

Understand and apply the techniques of small equipment repair.

Use hand, power and diagnostic tools.

Basic level operation of a personal computer.

Read and understand equipment service and maintenance manuals.

Maintain accurate records.

Supervise a small staff.

Establish and maintain effective working relationships.

Work safely on job sites.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

High school graduation.

Accredited courses in mechanical repair. (6 months)

Current and valid Class 5 B.C. Driver's Licence.

Experience:

3 years of related experience in a small engine repair facility including some supervisory experience. or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

JC: 567

TESTING MAY BE CONDUCTED

THIS IS A CUPE LOCAL 50 POSITION