

APPRENTICE TECHNICIAN GREENVIEW, ALBERTA

DEPARTMENT: Infrastructure & Planning

LOCATION: Operations – Valleyview, Alberta

STATUS: Vacant

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Apprentice Technician is responsible to perform maintenance and repairs to the Greenview fleet, as directed by the Chief Mechanic.

MAJOR

- Repairs and maintains Municipal District vehicles and equipment in the shop and / or on job sites.
- Repairs and maintains Municipal District owned fire vehicles.
- Performs regularly scheduled preventative maintenance i.e.: B-checks, P.M.B. (Graders), Commercial Vehicle Inspection Permits (CVIP).
- Maintains and stocks parts department.
- Ships and receives parts / cores / returns.
- Responsible for the cleanliness and organization of the shop.
- Responsible for the maintenance, repair and replacement of shop tools and equipment.

OCCASIONAL

- Advises and assists Yardman with summer maintenance of equipment if required.
- Performs maintenance welding.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Grade 12.
- Registered in a First, Second or Third year HD Mechanic Apprenticeship Program
- Class 5 driver's license.

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Main Office: 780.524.7600
Toll Free: 1.888.524.7601

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SKILLS REQUIRED:

- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers.
- Must be self-motivated and able to work with minimal supervision.
- Good verbal and written communication skills.
- Trouble shooting and problem solving skills.
- Use and operation of a vehicle.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- High level of physical effort and lifting.
- Exposure to used oil, dust, dirt, fumes and cold.
- Long periods of standing, bending and kneeling.
- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Operation of various vehicles and equipment – subject to cuts, scrapes, falls, burns and blows.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear correct Personal Protective Equipment as per safe job procedures.
- Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

SUBMISSION INFORMATION

Interested candidates may submit cover letter and resume by June 22, 2018 at 4:00 p.m. in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806-36 Avenue, PO Box 1079 Valleyview, AB T0H 3N0

Fax: 780-524-3981

Email: careers@mdgreenview.ab.ca

Website: www.mdgreenview.ab.ca

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