



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: EQUIPMENT COORDINATOR
Job Code: OPSEU - Eng Surv Support B/U TEN15, 95603
Job ID: 17007

Purpose of Position:

Supervise, coordinate and monitor fleet activities, equipment repairs, maintenance and inspect contract/hired equipment within a defined area of the region.

Duties/Responsibilities:

Under the direction of the Regional Fleet Supervisor, coordinates the repairs and maintenance by performing duties as follows:

- Directing, scheduling, coordinating, monitoring and approving of equipment repair at private garages. In accordance with ministry policies, standards and procedures, various relevant legislation and manufactures specifications.
- Determining where the work will be out sourced or minor repair preformed by themselves.
- Initiating internal equipment repair authorization (ERA), reviewing private garages estimates and parts, comparing prices to industry standards and approving repairs to set limits. Reviewing completed work for value for money spend.
- Authorizing payment for all out sourced repairs including resolving discrepancies and contentious issues.
- Assisting with the management of the fleet within a defined area by liaising with the users and the Fleet Supervisor with regards to the assignment or placement of equipment, identifying needs, quality of work and to ensure an acceptable service is being provided.
- Performing minor repairs on MTO equipment.
- Inspecting hired equipment to ensure it meets the required criteria for the job and standards (HTA, One Person Plow, PMCVI, etc) and preparing written reports on inspections.
- Ensuring calibration is verified for salt, sand and liquid on hired equipment.
- Spot inspection of AMC equipment ensure it meets the required criteria for the job and standards (HTA, One Person Plow, PMCVI, etc) and preparing written reports on inspections
- Utilizes spreadsheets and databases to summarize activities, generate reports, ERA logs and maintain accurate inventories, service information.
- Keeping abreast of all new bulletins and repair techniques ensuring that private repair shops are kept informed.
- Provide support for new technologies (AVL, winter blade testing, etc).
- Provide services in remote areas by responding to general inquiries and various internal or external personnel, either by telephone, e-mail or in person.
- Updates Fleet Anywhere database ensuring that all applicable information is input accurately and in a timely fashion i.e. ERA, work order number, type of repair/inspection and vehicle information
- Ensures the receipt of monthly equipment cost reports from remote locations, remove repair information and enter into ERA logs, and forward for central filing.
- Responsible for maintaining "pool" vehicles in remote areas.
- Mail distribution in remote office, ordering office supplies and checking invoices for accuracy, making photocopies, arrange for courier pickup and deliveries.
- Assuming the responsibilities of the Fleet Supervisor in his/her absence.
- Performing other fleet related duties as assigned.

Knowledge:

Job requires thorough knowledge in automotive technology, theories and mechanical repair practices/maintenance programs for a variety of mobile, construction and specialized off road equipment to coordinate the scheduling, monitoring, and approval of all work performed by external automotive technicians in order to provide safe and operationally reliable equipment. Job requires good knowledge of garage management operations and fleet management practices in order to decide work requirements,

estimates labour and part expenditures, process repair authorization, and monitor external work performances in adherence to ministry policies, standards, and relevant legislation. (e.g. Highway Traffic Act, MTO Maintenance and Quality Standards, Occupational Health and Safety Act, etc), Job requires good knowledge of functions and operational capabilities of equipment (e.g. one person plows, 5-6 ton trucks, graders, loaders, etc.), in order to inspect and approve hired equipment. Job requires knowledge of computer software applications such as databases (Access, Fleet anywhere) & spreadsheet programs to calculate and record financial charges and equipment logs. Job requires knowledge of word processing and email for correspondence. Job requires knowledge of service providers policies and procedures for proper vendor payment. Job requires procedures to provide factual information to various internal/external personnel, to respond to inquiries and accident information in accordance with established guidelines and procedures. Job requires knowledge of records management practices for both hard copy and computerized records to ensure retention and disposal procedures meet ministry policies and procedures. Job requires knowledge of the current contract service provider of procedures for equipment repair and maintenance.

Staffing and Licensing Requirements:

Automotive Service technician certificate

truck and coach technician certificate

A Heavy Duty Mechanic Certificate.

A valid class D drivers Licence with "Z" Endorsement and acceptable driving record.

ability to travel overnight and in small aircrafts

Skills:

Job requires adherence to established automotive theories, practises in accordance with ministry policies, directives and applicable legislation. Job requires good analytical and planning skills when deciding on the most expedient and cost effective means of carrying out repairs by determining the location and allocation of the work to be completed. Job requires good evaluative skills to estimate parts and labour cost and to process work repair authorizations in accordance with ministry policies, directives and standards. Job requires excellent problem solving skills when dealing with private garages to resolve discrepancies and contentious issues such as excessive repair bills, substandard repairs, and untimely completion of work. Job requires consulting the supervisor on such matters as when extensive repairs are required on equipment or when a contracted private garage fails to produce quality work. Job authorizes approval for payment for equipment repairs over a predetermined limit, a good knowledge of current service provider contract of vehicle charge card policies and procedures. Job is issued a ministry purchasing card and has the authority to purchase items to a specified limit; a good knowledge of ministry procurement policies and procedures is required. Job requires good oral communication skills when dealing with private garage personnel regarding repairs and with equipment owners when carrying out inspections. Job requires good written communication skills for completing repair authorizations, equipment inspections reports, cost estimates and seasonal maintenance lists. Job requires excellent interpersonal skills when dealing with private garage personnel on sensitive matters such as poor workmanship or sub-standard equipment supplied by a contractor. Job requires the ability to operate a computer using a number of software programs for electronic mail, word processing, creation of documents, spreadsheet and database applications. Job requires excellent verbal communication skills to respond to inquiries from clients – internal and external. Job requires excellent written communication skills to compose ERAs, work instructions to private vendors ensuring accuracy in grammar, spelling, and calculations and update reports. Interpersonal skills, tact and diplomacy are required when dealing with direct or telephone inquiries pertaining to the equipment repairs. Job requires organizing own daily work activities to ensure that all maintenance and repairs are completed in a timely fashion. Job requires checking invoices to confirm receipt of goods and services and billing accuracy, complete ERAs with total invoice amounts.

Freedom of Action:

Job requires working in accordance with established practices and procedures with minimum supervision. Job requires the ability to work independently and without supervision. Job requires planning the workday in order to respond to unforeseen demands for services and changing priorities while maintaining control of due dates and various other commitments at hand. Incumbent is issued MTO Equipment Repair Authorization (ERA), ministry-purchasing card and has the authority to purchase items to a specified limit; a good knowledge of ministry procurement policies and procedures is required. Supervision is available for the more difficult decisions and questions (eg: vehicle credit card problems, difficult questions relating to sectional area, etc.). Independently carry out investigations to resolve variances and discrepancies such as over / under charges by searching files, talking to clients. Job requires working individually and in a team environment.