



## Job Description **Automotive Technician & Relief Equipment Operator**

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<b>Department:</b>	Public Works
<b>Classification:</b>	CUPE – Regular Full Time
<b>Pay Grade:</b>	\$43.75/hr
<b>Reports to:</b>	Manager of Operations
<b>Supervises:</b>	N/A

### **Position Summary**

The Automotive Technician & Relief Equipment Operator is a position within the Public Works department. Working in a supportive team environment within the Public Works shop, the position is primarily responsible for general day-to-day maintenance of the municipal light automotive fleet which may be either diesel, gasoline or hybrid powered, computer controlled and may contain hydraulic power systems. The position is also responsible for the day-to-day maintenance of small gas-powered hand tools and other tools with small engines including packers, mowers, weed whips, etc. The position also includes other automotive technician related duties as assigned.

As a relief equipment operator, the position may be responsible when needed for equipment operator team assistance including swamping duties associated with the vacuum/jet rodding truck, all season loader operation, winter plow truck operation, bucket truck operation or assistance in the operation of the crane truck. The position also includes other relief equipment operator related duties as assigned.

The position may be required to work remotely for jobsite required repairs or vehicle/tool retrieval and may be required to work for extended periods outside, and in all weather conditions. The position will be required to participate in the after-hours call-out standby rotation.

The position split is anticipated to be Automotive Technician 70% and Relief Equipment Operator 30% but may vary based on established or emergent departmental priorities.

### **Key Responsibilities – Automotive Technician**

- Perform inspections, diagnostics, maintenance, and repairs on a variety of light vehicles (gas, diesel, and hybrid).
- Diagnose complex mechanical, electrical, and drivability issues.
- Conduct safety inspections.
- Provide clear recommendations to the Operations Manager for recommended repairs, workload strategizing, work system improvements, mechanical department planning.
- Maintain accurate service records and associated documentation.
- Ensure a clean, organized, and safe workspace.
- Support other positions and contribute to a positive team culture.
- Complete other automotive technician duties as assigned.

## **Key Responsibilities – Relief Equipment Operator**

- Perform daily equipment pre and post use inspections using inspection report forms.
- Washing, cleaning and minor service repairs (fluids, brake adjustments, bulb replacements, etc.).
- Swamping duties associated with the vacuum/jet rodding truck.
- All season loader, backhoe, excavator, skid steer operation.
- Winter plow truck operation.
- Bucket truck operation.
- Assistance in the operation of the crane truck.
- Safe and efficient operation of heavy equipment in accordance with WorkSafe regulations and established safe work procedures.
- Exercise good judgement, initiative, and ensure the safety of the public and co-workers is observed.
- Complete other relief equipment operator duties as assigned.

## **Education & Certifications**

- Grade 12 or equivalent GED certification.
- Journeyman Automotive Technician.
- BC Class 3 license with air brakes endorsement.
- Minimum 100 hours of training on rubber tire loaders and single axle 5-ton trucks with air brakes.
- Basic First Aid.
- WHMIS.
- Ongoing professional development is required to maintain current knowledge of automotive technician trade technologies, best maintenance practices and standards.

## **Experience**

- Minimum **3 years'** experience as a journeyman automotive technician.
- Demonstrated proficiency in automotive repairs.
- Strong mechanical knowledge with the ability to troubleshoot various automotive issues.
- Minimum 3 years' experience in effective use of hand tools, power tools, and welding equipment.
- Ability to read schematics and carry out accurate diagnosis and repair of vehicle systems.
- Minimum 6 months' experience in the operation of heavy mobile equipment including rubber tire loaders and single axle 5-ton trucks with air brakes.

## **Problem Solving and Judgement**

- As an automotive technician, regularly analyzes technical and operational issues and determines appropriate solutions with limited direction.
- Exercises sound judgment when balancing organizational priorities, capacity and budget constraints.
- Carries out duties in adherence to established provincial and federal regulations, corporate policies and procedures, and relevant safe work procedures.

- Required to respond effectively to emergent operational issues and be receptive to changing priorities.
- Participates in budgeting, work planning, and directed training related to operations.

## Concentration

- Sustained mental concentration is required for mechanical troubleshooting and equipment operation activities.
- Interruptions may be infrequent but are common due to service requests or emergent operational issues, requiring the ability to refocus without loss of accuracy.

## Physical Effort

- Automotive technician work requires medium to heavy physical effort and includes medium periods of standing, and medium to heavy lifting of weight typically up to **25 lbs. (11 kg)** and working in awkward positions.
- Relief equipment operator work is typically classified as light work requiring sitting and driving for extended periods. Swamping activities may require medium to heavy physical effort and includes medium periods of standing, and medium to heavy lifting of weight typically up to **25 lbs. (11 kg)** and working in awkward positions.

## Dexterity

- Requires fine motor skills and manual dexterity for tasks such as repairing equipment and operation of heavy equipment.
- Automotive technician work requires moderate speed and fine dexterity whereas equipment operation requires periods of increased speed with fine dexterity for dual control operations.

## Impact of Actions

- For automotive technician work, actions directly impact the reliability and availability of light vehicles and small equipment used by staff and emergency services.
- Errors or omissions may result in:
  - Service delays and disruptions
  - Operational safety hazards
  - Financial loss
- For heavy equipment operation work, actions directly impact service to the community.
- Errors or omissions may result in:
  - Service delays and disruptions
  - Operational safety hazards
  - Significant financial loss
  - Community safety hazards
  - Reputational damage to the municipality
- For stand-by related work, actions may directly impact service to the community.
- Errors or omissions may result in:
  - Service delays and disruptions
  - Operational safety hazards

- Significant financial loss
- Community safety hazards
- Reputational damage to the municipality

### **Safety of Others**

- Possible impact on the safety of employees and the public through:
  - Reliability of automotive fleet and small equipment
  - Operation of heavy equipment
  - Work associated with stand-by duties (i.e. confined space monitoring).
- Severity of harm may range from limited to very high.

### **Leadership & Responsibility for Supervision**

- N/A.

### **Contacts & Communication**

- Regular interaction with:
  - Department manager and Public Works co-workers
  - Other department managers and staff
  - External vendors, and service providers
- Communication is typically of a routine nature with the incumbent expected to gather and relay information that may be related to ongoing mechanical repairs, troubleshooting, work prioritizing, purchasing, etc.
- Periodic requirement for written communication in the form of email, work order and inspection report forms.
- Regular requirement for accurate maintenance record keeping according to established corporate standards.

### **Adverse Working Conditions**

- Occasional minor exposure to:
  - Dust, dirt, fumes, heat, cold, noxious odours, noise, vibration, poor ventilation, congested workspace, interruptions as an automotive technician and after-hours work to perform maintenance or respond to emergencies in a stand-by capacity.
- Occasional major exposure to:
  - Dust, dirt, fumes, heat, cold, noxious odours, noise, vibration, poor ventilation, congested workspace, interruptions, exposure to verbal abuse from public as relief equipment operator.

### **Step Progression**

<b>Step</b>	<b>Term</b>
I	0+ months in position
II	12+ months in position plus Journeyman Automotive Tech Red Seal certification
III	48+ months in position

## Remuneration

Wage, terms, and work schedule are as indicated in the Town of Golden and CUPE Local 2309 Collective Agreement and applicable Letters of Understanding.

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**This Job Description is hereby accepted under the terms and conditions stated above.**

Signed this 15<sup>th</sup> day of January 2026.

[original signed by Jeremy Denegar]

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Jeremy Denegar  
Chief Administrative Officer  
Town of Golden

[original signed by David Hedges]

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David Hedges  
President, Local 2309  
CUPE

A job description cannot predict every eventuality that may occur in the workplace. This document is therefore general in nature, may not account for duties that may occasionally be required of the staff member performing the job, and is subject to change pending authorized approval.