

## **Shop Service Person**

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Reports to: Director of Operations

Department: Operations

Classification: Union

### **Main Purpose & Function:**

Reporting to the Director of Operations or designate, the Shop Service Person assists in the service and preventive maintenance of the Town's vehicle fleet, equipment, and tools. They will also operate equipment to assist with snow removal in winter, and landscaping functions in the spring and summer.

### **Major Accountabilities:**

1. Perform inspection, service, and preventative maintenance functions on various vehicles, equipment, and tools.
2. Troubleshoot and recommend more complex repairs for vehicles, equipment, and tools. Assist tradespersons as needed.
3. Perform grinding and minor welding on various vehicles, equipment, and tools.
4. Assist with inventory tracking and restocking.
5. General building and facilities maintenance functions (including cleaning, painting, etc.).
6. Operate various pieces of equipment including snow removal equipment and landscaping equipment.
7. Perform pre-trip equipment inspections.
8. Practice effective risk management, follow health and policies and procedures, and observe and report worksite hazards, incidents, and near misses.
9. Participate as a team member ensuring high performance and service in the Operations department.
10. May be required to perform other related duties as required and participate in the Emergency Operations Centre as and when required.

### **Qualifications:**

- High School Diploma or equivalent.
- One (1) year's experience operating heavy equipment and/or truck driving.
- Three (3) years experience servicing and maintaining vehicles and equipment.

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- Valid Class 3 BC Driver's License, with Air Endorsement.
- Level 1 First Aid.

### Other Requirements:

- Mechanical aptitude.
- Basic welding skills.
- Strong communication skills, both oral and written.
- Ability to function autonomously.
- Ability to work well under pressure.
- A safety first, positive attitude.
- Ability to develop and maintain effective workplace relationships.
- Strong customer service skills.
- Ability to perform the duties required, including heavy lifting (>50 lbs) and manual labour for extended periods of time at various heights in all types of weather and environmental conditions.
- Confidence with winter driving conditions.

Approved by:



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Town of Smithers

Agreed to:

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Employee Signoff

December 12, 2028

Date

Date