

Region of Waterloo Job Description

Title: Truck & Coach Technician

Job Code: R00917/R00915

Department/Division: Transportation & Environmental Services/Transit Services

Union: Unifor Local 4304

Reports To: Supervisor, Fleet (Transit)

New: July 25, 2001

General Purpose:

Maintains and repairs buses, specialized vehicles, and other support vehicles/equipment.

Duties/Responsibilities:

Maintains and repairs buses and vehicles (e.g., diesel, gas-powered vans, service trucks).

Repairs and maintains Cummins engines, ZF transmissions, and driveline components; performs repairs and diagnostics on Voith, ZF, and Allison transmissions.

Repairs and performs diagnostics of MAN and ZF rear and front axles, and related driveline and suspension parts.

Performs diagnostics of electrical systems and components using a laptop computer.

Identifies parts, creates parts lists, and orders/receives parts from the stockroom.

Performs MTO and preventive maintenance inspections; completes related reports (e.g., repairs needed) and submits to supervisor.

Exchanges information with Fleet staff regarding repairs.

Answers phone/radio and relays messages, as required.

Safely handles and cares for tools, laptop, and vehicles.

Performs related duties, as assigned.

Knowledge, Skills & Abilities:

Reading, writing, math, and communication skills acquired through a grade 12 education. Must hold a valid Ontario College of Trades Coach Mechanic Certificate of Qualification and 2 years of experience in truck and coach repair, repairing Cummins engines and ZF/Voith transmissions, and welding with gas and mig.

Ability to follow/knowledge of corporate policies/procedures and legislation related to vehicle servicing (e.g., Occupational Health and Safety Act, WHMIS, Highway Traffic Act).

Knowledge of onboard vehicle computerized equipment and test equipment (e.g., heating ventilation air conditioning systems, Vehicle Multi-Plexing (PLC, VBEA, Dinex), pro-link) and test procedures. Knowledge of diagnostics and repair of Voith, ZF, and Allison transmissions.

Ability to work independently (subject to review by supervisor) and refer to supervisor for in-depth repairs, repairs that could result in major costs, and when ordering costly parts for increasing inventory compliment.

Skill using a laptop computer to perform systems diagnostics.

Must possess all hand tools applicable to the trade and ensure they are of good quality and maintained in safe operating condition.

Must hold a valid Class DZ driver's license and acceptable driving record to operate Regional vehicles.

Must provide an acceptable Police Information Check (Level 2) for bondability.

Ability to communicate effectively with other staff and participate as an effective team member.

Ability to read and follow maintenance manuals, parts books, wiring diagrams, and inspection procedures. Ability to write MTO and preventive maintenance inspection reports.

Ability to support and project the Region's values.

Sensory/Physical Effort:

Work requires attention to detail; periods of standing, bending, kneeling, walking, and stooping; and manual dexterity. Lifts parts weighing up to 27kg.

Working Conditions:

Works in a shop 100% of the time. Uses personal protective equipment and exercises precautions to mitigate risks associated with chemicals, diesel fuel emissions, noise, moving objects, and hazardous materials.

Works straight shifts, including days, afternoons, nights, and straight weekends, and transfers to other transit locations. Works to meet daily deadlines for repairs.

HRC/DOCS Training Requirements		
Category	Course Name	Mandatory (M), Recommended (R) Optional (O)
Leadership Training	Supervisory Level	
	Middle Management Level	
	Senior Management Level	
Employee Orientation	DOCS New Employee Training Part I	
Corporate Health & Safety Leadership	Due Diligence for Senior Management	
	Health and Safety for Supervisors	
	Health and Safety Awareness for Supervisors	
	Health & Safety Orientation for Leadhands/Team Leaders (1/2 day)	O
General Health & Safety	New Employee Orientation (Workplace Violence; Harassment & WHMIS)	M
	Understanding Construction Liability	
	Managing Contractor Safety	
	Canada Labour Code (Part II)	
	*Pre Start Health & Safety Review (PSHSR) Awareness	
Biological Hazards	Protection from Biohazards and Medical Sharps	O
Chemical Hazards	Hazardous Materials Awareness (mould, asbestos, lead, silica)	
	Compressed Gas, Welding & Hot Work	M
	*Compressed Gas & Hot Work Permit	
	Grounding and Bonding	M
	Spills Response	O
	*Transportation of Dangerous Goods- Part 1	O
Confined Space	Confined Space Full Day	
	Confined Space Awareness	
Electrical Safety	Arc Flash Risk Assessment	
	Electrical Safety - Low Voltage	
	Electrically Safe Work Conditions - Lockout-Tagout	O
Equipment	Chainsaw Operator (2 Days)	
	Chainsaw Operator Refresher (1 day)	
	Landscape Equipment Safety	
Ergonomics	Ergonomics Training for Supervisors	
Fall	Working at Heights - Construction	

HRC/DOCS Training Requirements		
Category	Course Name	Mandatory (M), Recommended (R) Optional (O)
Protection	Working at Heights - Industrial	M
Emergency Response	Emergency First Aid & CPR	M
	Standard First Aid & CPR (2 days)	O
	Fire Extinguisher	M
Lifting & Hoisting Devices	Forklift Theory (Part 1)	O
	Forklift Fitness Assessment (Part 2)	O
	Forklift Practical (Part 3)	O
	Elevated Work Platform	
	Overhead Crane Operator	M
Physical Hazards	Noise Awareness and Hearing Protection	M
	Manual Material Handling	
Respiratory Protection	Respirator Fit Testing	O
	Respirator Selection, Care and Use	O
Safe Driving	2007 Hours of Service Regulations	
	Collision Investigation for Supervisors	
	Commercial Motor Vehicle Inspection (CMVI)	M
	Corporate Defensive Driving	M
	Driver's Handbook Training	M
	Work Area Protection/Book 7: Awareness	
	Work Area Protection/Book 7: Practical (TPP)	
	Review of Load Security Requirements	O

Incumbent Name, Signature & Date: _____

Supervisor Name, Signature & Date: _____

Director Name, Signature & Date: _____

Commissioner Name, Signature & Date: _____

Human Resources & Citizen Service: _____