



POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and *succinctly* as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.
- Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

WHICH PDF SECTION(S) SHOULD BE COMPLETED?

CPT Tier I - Cover Page and Part 1 only

- Casual part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months). For temporary assignments within this category which are recurring year-over-year within specific business cycles (e.g. start-up), please follow the directions below for Tier II.

CPT Tier II - Cover Page and Parts 1 & 2 only

- Casual part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to four academic semesters (more than 4 months up to 16 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.



POSITION DESCRIPTION FORM (PDF)

Regular Part-time Support Staff

Position Title: Heavy Equipment Technician

Position Number: PT0177

Pay Band: 11

Reports To: Operations Manager, School of Trades and Technology

Appointment Type: 12 Months

"Other" Hours Details: [Click here to enter text.](#)

Scheduled Weekly Hours (maximum 24 hours per week): 24

PDF Completed By (Manager Name): Mary MacLeod

Effective Date: June 15, 2023 **Last Revision:** June 15, 2023

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Summarize the overall purpose of the position and why it is necessary within the organization. The summary should be a concise description (rarely more than two or three sentences) of the total position and should include only the most significant aspects of why the position exists in terms of its goal and objectives and its purpose in the College.

This position supports the Heavy Equipment Programs (Heavy Equipment Operator, Heavy Equipment Techniques and Generator Service Technician) and Resource Drilling and Blasting Programs by planning for and ensuring the on-going maintenance of the college-owned equipment machinery, tools and fleet. Completes regular and urgent repairs and maintenance on equipment with support from the Heavy Equipment & Generator Service Technologist. Provides technical expertise and academic delivery support to the Heavy Equipment Operator and Heavy Equipment Technician Programs. The incumbent demonstrates techniques and equipment to students, supervises students in the field and is responsible for student safety and ensuring all safety procedures are followed. The incumbent also tests and evaluates all machinery and equipment used for field work and ensures that maintenance is performed as needed. The position is also responsible for overseeing program supply and equipment inventory.

PART ONE: *(continued)*

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	<p>Maintaining Machinery, Equipment and Learning Facilities</p> <p>Ensures all equipment and machinery is in good, safe, operational condition. Tests and evaluates all machinery and equipment that is used for field work. Track and monitor machine hours as well as schedule preventative maintenance of fleet, prioritizing according to program delivery needs. Communicates with other technologists to arrange for equipment maintenance and repairs. Ensures learning facilities and equipment are maintained to appropriate standards with attention to health and safety, cleanliness and organization. Performs preventative maintenance and repairs on machinery and equipment that is used for field work.</p> <p>Assists with equipment repair.</p>	30
2	<p>Learning Support & Technological Services for Students</p> <p>Demonstrates and reinforces the practical application of previously taught concepts, methods, procedures and theories during simulation and field</p>	

	work. Responsible for student safety. Supervises students during a variety of potentially dangerous field exercises (ex. Working with dangerous machinery). Reinforces safe field procedures and protocols. Reinforces course content, demonstrates techniques and equipment and supervises independent work. Conducts routine evaluation of students and provides input to the course professor who assigns final grades. Consults with faculty about specific equipment or supply needs.	40
3	Technological Services for Faculty Provides technical expertise in the planning, design, development and implementation of course material, including the design and delivery of scenario-based learning exercises in the field.	20
5	Other Duties As Assigned <i>(do not amend this section)</i>	10%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a two (2) year college diploma.

Field(s) of Study:

Heavy Equipment Techniques; Heavy Equipment maintenance/ Licensed Heavy Equipment Mechanic/or Class a Mechanic (with Diesel Endorsement) or able to attain.

Other Vocational Certifications and/or Apprenticeships:

[Click here to enter text.](#)

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than three years up to five years.

Additional Skills & Abilities:

Must possess experience working in the heavy equipment industry, with a comprehension of equipment operation. Experience with inventory/asset management systems; using spreadsheet and word processing software as well as email. Experience working independently within a team environment, organizing and planning own work. Experience working in a customer service environment where interpersonal and communication skills are used. Experience working with purchasing procedures including quotations requisitions, purchase orders and tendering. Must employ safe work practices at all times.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Planning for ongoing maintenance of machinery and equipment
Assimilate information from various sources to determine best resolution to meet planned and unplanned maintenance in order to avoid delays or disruption to academic delivery. Monitor machinery hours, re-prioritizing as required, determining if maintenance/repair done in-house or with outside supplier and making appropriate scheduling arrangements. Identifying parts/supplies required to perform maintenance so as to not delay the process.

Example #2

Task / Activity
Demonstrate practical application of previously taught concepts to students
Description

Reinforce procedures and theories during labs with a group of students. Understands curriculum content and is able to communicate to students utilizing a variety of methods to ensure the content is communicated clearly for the students to understand.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Routine

How would you describe the complexity of the work?

Some duties are varied and complex.

Describe the business processes used by the position.

Processes are specialized.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Scheduling of equipment service and maintenance

In consultation with Heavy Equipment Techs and program faculty, using manufacturer's specifications and maintenance schedule, identify and prioritize maintenance, required parts and fluids and lead time required. Program delivery and urgency, along with budget implications must be considered to maximize use of funds and minimize down-time.

Example #2

Task / Activity

Student completing an unsafe manoever

Description

Technologist must recognize that an unsafe manoever is occurring in real-time, and must radio the student to safely stop what they are doing, and assist in the safe correction of the action they are trying to complete.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:
Breakdown facts or components of the problem situation to find a solution.

In determining a solution for problems, the incumbent has discretion to:
Modify/refine existing methods and options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Operating a piece of heavy equipment
The ability to demonstrate the safe operation of a piece of heavy equipment requires concentration and fine motor skills to precisely operate the equipment in the fleet.

Example #2

Typing at computer
Description Standard computer typing to complete work orders, budget tracking etc...

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:
Speed is not a consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Typing	30
Operating heavy equipment	25 - 30

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Sitting for moderate durations at a desk while doing computer work.
Desk work requires periods of prolonged sitting, strain can usually be reduced with breaks.

Example #2

Assisting in shop
Must be capable of lifting objects weighing 20 kgs.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Sitting	40
Lifting	15

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Concentration required to do observe students
Description Extended periods spent working observing students on heavy equipment and in lab

Example #2

Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?
Occasional/Recurring

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Concentration	80

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Ongoing execution of planned or unplanned maintenance deadlines
Must identify parts required for planned maintenance and whether they are on hand or require ordering. If need to be ordered, communicate with suppliers to negotiate price while considering budget, potential time delays and possible program delivery implications. Ongoing communication and negotiation must be had with program faculty and technicians.

Example #2

Task / Activity Student/faculty requiring assistance
Description Incumbents are frequently being interrupted to assist and provide guidance and direction

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?

Deadlines are tight OR may periodically change or conflict.

How would you describe the existence of critical deadlines in this role?

Occasional critical deadlines.

How would you describe the level of interruptions this position faces?

Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Planned maintenance schedule deadlines	50	UP (Usually Predictable)
Interruptions	75	NP (Not Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Decisions on parts ordering and inventory control.
Makes decisions relating to inventory levels and parts ordering so as to meet requirements of planned/unplanned maintenance. Decisions must take into account faculty/tech and budget input but generally works to broad expectations which are modified and negotiated over the course of events.

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?
Works within established operational practices.

What degree of supervision is typically provided to the incumbent?
Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?
Output is reviewed by report/discussion.

How frequently is the work checked?
Mostly reviewed at point of task completion.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur.
Researching pricing and suitability of vendors to meet new or changing demands, infrequently.

Identify the typical situations or problems that are normally referred to the Manager for solution.

Authorization for large purchases, signatures for P.O.'s and expense accounts, unanticipated costs or budget impacts.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Purchasing, Accounting, Equipment Distributors, Coordinators, manufacturers	Exchanging information, asking/responding to enquiries.	Daily
Suppliers, Tech, Faculty	Gathering information for decision making. Communicate re: cost, delivery, warranty etc...	Weekly
Students	Reinforcing learning and demonstrating how to use equipment	Daily
		Choose an item.
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:
 Providing explanation or interpretation, empathize with the needs of others.

What type of involvement does this position have with confidential information?
 Does not typically deal with confidential information.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Schedule planned maintenance
Through monitoring of machine hours and reference manufacturer's specifications, is responsible to coordinate the maintenance of equipment, along with ensuring adequate parts inventory is maintained to facilitate the schedule. If executed properly, should reduce impact to ongoing operations by lessening unexpected machine down-time.

Example #2

Task / Activity
Recognizing that a student is completing an unsafe action
Description
Technologist is responsible for recognizing that a student is completing an unsafe action, and has the responsibility to take action immediately to correct the student and piece of equipment to return the equipment back to a safe position and/or action.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How are errors typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in significant waste and negative impacts to operational effectiveness.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	20
Outdoor work; seasonal conditions Yes	80
Other (please specify)	
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Slightly disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Occasional

If this position is required to engage in business related travel, what is the frequency of the travel?

Choose an item.

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here to enter text.](#)