

## Inspection, Appraisal & Control Mechanic

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### **DEFINITION**

This is skilled work in mechanical inspection, appraisal and servicing control of City-owned, leased and/or hired vehicles and equipment, utilizing knowledge and skills acquired through completion of journeyman training in the Motor and/or Heavy Duty Mechanical trades.

Work of this class involves inspecting, road testing, diagnosing mechanical repair requirements, and scheduling garage repairs. In other areas, emphasis is placed upon inspecting leased, hired or new vehicles and equipment, coordinating fabrication of mounted equipment and attachments according to specifications, and appraising mechanical status of vehicles and equipment. Incumbents of this classification are not often involved in repair, maintenance or overhaul duties.

Responsibilities include interpretation of warranty claims, follow-up of repairs done by various dealers and contractors, maintaining log sheets and records, and preparing various related reports. Work is performed in accordance with established policies and guidelines, however, substantial independent judgement is exercised, with work reviewed through periodic planning sessions and daily discussions. Unusual or costly decisions involving major deviations from procedures are referred to a supervisor.

### **TYPICAL DUTIES\***

Inspects and tests vehicles, and various equipment; diagnoses mechanical malfunctions; determines whether servicing or part replacement is most feasible; estimates work times, costs, and equipment downtime; logs vehicles and equipment into appropriate sections of integrated repair facilities.

Receives new vehicle and equipment fleet additions; inspects for conformance with mechanical specifications; notes inadequacies or shortages and recommends revisions of existing specification.

Prepares all necessary registration, licensing and vehicle and equipment information data sheets placing units into service, maintains in-service information on units including updating status when additional attachments are mounted or removed.

Appraises mechanical condition of various units recommending servicing or disposal.

Interprets and coordinates warranty claims with dealers.

Inspects hired and leased vehicles and equipment for adherence to established mechanical safety standards; ensures contractors and user Departments undertake necessary mechanical repairs.

Maintains vehicle and equipment records, completes log sheets, repair time and cost estimates, and various vehicle reports.

Performs other related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the standard methods, practices, materials, tools and equipment of the Motor Mechanic and/or Heavy Duty Mechanic trades.

Considerable knowledge of mechanical inspection, diagnosis and appraisal techniques.

Considerable knowledge of established safety standards and occupational hazards and safety precautions applicable to the work.

Considerable knowledge of the *Alberta Occupational Health and Safety Act* and the *Alberta Highway Traffic Act*.

Ability to communicate and deal effectively with dealers, contractors, vehicle and equipment operators and various department personnel.

Ability to understand and execute oral and written instructions and work with limited direct supervision.

Ability to understand and interpret technical specifications and warranty guidelines.

Ability to accurately estimate repair requirements and costs involved; to maintain records and prepare reports.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Certified Alberta Journeyman in the trade of Motor Mechanic and/or Heavy Duty Mechanic and three years experience at the journeyman level. Where there is Journeyman certification in only one of the aforementioned trades, completion of second trade theory is required upon appointment. Completion of Level I Foremanship Training or an equivalent recognized by the City of Edmonton; Level II Foremanship Training must be successfully completed upon appointment. Possession of a Class 3 Motor Vehicle License.

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0092			
Last Updated:	1990-08 (qualifications updated)			
Previous Updates:				
Originated:	1980-12			