



FULL-TIME POSITION
Service / Tire Technician
Internal/External Posting

Vulcan County is looking for a Service/Tire Technician. The Service and Tire Technician will safely and effectively perform equipment servicing, equipment preventative maintenance checks and tire repairs as part of Vulcan County's equipment and vehicle maintenance program.

This is a permanent full-time position reporting to the Public Works Shop at 107 3rd St South, Vulcan Alberta, Monday to Friday for a total of 40 hours/week. The right applicant must be willing to work in a respectful, team and safety orientated (COR Certified) atmosphere.

Candidate Qualifications:

- The applicant must be willing to work alone in the field if needed.
- must have an air brake (Q) endorsement on their driver's license
 - If the candidate does not have the endorsement, they must be able to obtain it
- A valid Alberta driver's license with no more than 7 demerits is required
- must be able to lift a minimum of 50 lbs.
- must be willing to take training courses as required
- must be able to maintain proper service records
- must be able to perform multiple tasks at the same time
- must be able to identify various types of oils and fluids
- A mechanical background would be an asset
- must be willing to participate in Vulcan County's safety program

Interested candidates are invited to submit a resume in person to the Public Works Shop or via email to:

Mike Kiemele
Director of Operations
mike.kiemele@vulcancounty.ab.ca

Applications will be accepted until **4:00p.m. on August 24th, 2026**. We thank all applicants; however, only those selected for an interview will be contacted.



JOB DESCRIPTION SERVICE & TIRE TECHNICIAN

SUPERVISOR: Public Works Shop Foreman

Approved: June 26, 2023

1. Purpose of Position

- 1.1. The Service and Tire Technician will safely and effectively perform equipment servicing and tire repairs as part of the County equipment and vehicle maintenance program.

2. Organization Structure

This position:

- 2.1. Reports to the Public Works Shop Foreman

3. Program Responsibilities

This position (not listed by priority):

- 3.1. Changing of oils in all county equipment and vehicles;
- 3.2. Checking of all components when servicing such as: batteries, belts, hydraulic lines, lights, rotators, tire;
- 3.3. Check for leaks in and around equipment;
- 3.4. Mark down and log all hours or mileage on all equipment serviced and put decal in unit to state when next service is due;
- 3.5. Maintain records of work activity, equipment status, and corrective actions required; prepare reports and requisitions for parts and supplies;
- 3.6. Perform "Schedule 2" inspections on all on "Highway" vehicles.
- 3.7. Changes and repairs tires of all County equipment in the repair shop and in the field;
- 3.8. Balances all tires and installs proper weights on rims;
- 3.9. Responds to emergency calls when required;
- 3.10. Operating of service hoists;
- 3.11. Operation of various styles of tire mounting machines;
- 3.12. Operating of tire balancing machine;
- 3.13. Assist in shop clean up, dumping garbage cans etc.
- 3.14. Operate forklift unloading and loading supplies.

- 3.15. Assist Shop Foreman in putting inventory away.
- 3.16. Keep track of tire and oil inventories and let Shop Foreman know what inventory levels are.
- 3.17. Assist in basic repairs at the direction of Journeyman Technicians and Shop Foreman.
- 3.18. Accepts *special duties* and other tasks as assigned. *

** Each incumbent may have special skills and talents. Any **Special Duties** shall be detailed at the end of this document.*

4. **General Duties and Responsibilities**

- 4.1. Ensure that the Occupational Health and Safety program of the County is adhered to, and that all personal protective equipment (PPE) issued to you is in good repair and utilized as intended;
- 4.2. All employees are expected to follow all current policies and bylaws as set by Vulcan County Council; it is the responsibility of the Employee to ensure they have knowledge of the policies and bylaws of Vulcan County.
- 4.3. In the event of a municipal emergency or the declaration of a state of emergency this position shall be considered as a resource which may be called upon by the Director of Emergency Management (DEM).

5. **General Qualifications**

The candidate should have:

- 5.1. High school education or equivalent;
- 5.2. One (1) years' experience as Tire Technician;
- 5.3. Ability to learn and adapt to changing conditions.

6. **Required Qualifications:**

The candidate must have:

- 6.1. A knowledge of General County Operations;
- 6.2. An ability to maintain professional and personal confidences;
- 6.3. An ability to deal courteously and effectively with co-workers, members of the public, and maintain confidentiality with sensitive information and issues.
- 6.4. Valid and appropriate Alberta Driver's License with drivers abstract with no more than seven demerits at time of appointment and throughout employment in this position. Class 5 with is mandatory; Class 3 with Q endorsement is preferred;

- 6.5. Able to load and unload all County Equipment on a 16-wheel trailer, or any other trailer that is required;
- 6.6. A strong knowledge in load securement;
- 6.7. Must have Emergency Management training to an ICS 100 level within the first 18 months of employment.

7. Special Duties

7.1 _____

7.2 _____

7.3 _____

APPROVAL



Chief Administrative Officer

June 26, 2023
Date