



IDENTIFICATION

Department	Position Title	
Aurora College	Maintenance Control Technician	
Position Number(s)	Community	Division/Region(s)
91-13914	Fort Smith	Education & Training

PURPOSE OF THE POSITION

The Maintenance Control Technician is responsible for inventory control, maintenance and distribution of all equipment and tools owned by the School of Trades Apprenticeship and Industrial Training, Thebacha Campus vehicle fleet, and Thebacha Campus key control to meet instructor and student needs. Particular emphasis is on maintaining safety practices in order to meet Occupational Health and Safety (OHS) standards.

SCOPE

The Maintenance Control Technician contributes to the success of the Campus by: managing equipment and tool maintenance; recommending replacement and purchase of tools and equipment; administering inventory control systems; and overseeing shipping and receiving services. The incumbent is responsible for the removal, replacement or reconditioning of tools, as well as the organization, maintenance and distribution of tools. The incumbent also responsible for taking the lead in completing, coordinating and/or contracting repairs to all equipment, and tools for the School of Trades, Apprenticeship and Industrial Training, and fleet vehicles for Thebacha Campus. The incumbent is further responsible for providing key control services for Thebacha Campus which includes lock maintenance and key cutting and control responsibilities.

The Maintenance Control Technician reports to the Chair, School of Trades, Apprenticeship and Industrial Training. The incumbent must follow established policies and procedures. The incumbent makes recommendations on methods to improve efficiency and effectiveness of the system and/or current policies and procedures. The position is required to communicate frequently with Thebacha Campus trades instructors on program equipment and tools maintenance and the Director, Thebacha Campus in regards to fleet vehicles and key control services. The incumbent has regular and ongoing contract with the Campus Management Team (CMT), instructors, contractors, and clients within and outside Aurora College. The

incumbent administers a budget of \$120K to manage the maintenance of equipment and tools within the Thebacha Campus's South Slave and Dehcho regions. The estimated value of tools and equipment at the Thebacha Campus is over \$ 7million.

The incumbent is also responsible for developing, implementing and enforcing lock-out and tag-out policies and procedures for inoperable tools and equipment. Failure to maintain equipment and tools will have a significantly negative impact on the ability of instructors to deliver courses and students having a successful and safe learning experience.

RESPONSIBILITIES

1. Prepares and maintains all maintenance schedules/programs in accordance with the financial and maintenance management system to ensure all equipment and tools are current and in quality working order

- Prepares long and short term preventive maintenance plans for all equipment and tools
- Makes recommendations on replacements for equipment and tools
- Monitors the equipment and tools budget, compiles monthly statements of expenses, investigates variances from approved budget and makes recommendations and adjustments to the maintenance program budget
- Establishes and maintains maintenance reports including annual and periodic maintenance inspection schedules of Campus equipment and tools
- Explains maintenance program to staff and ensures it is implemented in each community
- Makes annual recommendations on the five year capital plan
- Meets and conducts safety inspections and gives advice on safety issues as required
- Recommends updates and upgrades of policies and procedures in shop areas

2. Ensures campus equipment and tools are properly maintained and meet operational and safety standards

- Conducts regular inspections of mobile and stationary equipment, machinery and tools to ensure good quality of maintenance is proved according to schedule
- Ensures mobile and stationary equipment, machinery and tools are in good and safe working condition, and meet OHS safety standards
- Investigates unusual or recurring maintenance problems, complaints and inefficient methods for equipment and tools and recommends solutions to supervisor.
- Organizes repairs on equipment and tools
- Performs appropriate general minor mechanic maintenance/repair duties
- Receives, investigates, prioritizes and assigns daily maintenance requests
- Prepares work orders, enters orders into the system and ensures that work orders are completed in a satisfactory and timely manner
- Supervises staff and contractors performing maintenance work
- Ensures tag-out and lock out procedures are in place for repairing equipment or tools

3. Ensures all campus equipment and tools are tracked and organized

- Cleans, maintains and organizes stock, tools and supplies ensuring that they are properly placed for storage
- Coordinates tools and supplies for instructional classes including classes that are

- conducted after normal hours of operation
 - Ensures student toolboxes are returned, cleaned, organized and refilled for future deliveries.
 - Maintains associated manuals for equipment and tools
 - Maintains safety practices in shop and with equipment and tools
 - Maintains tool distribution system (sign in and out) and usage and proper issuance and return of equipment for students and instructors
 - Records and processes documents for lost items
 - Records, handles and submits any monetary income from equipment and/or lost tools to the finance office in accordance with the Aurora College guidelines
- 4. Maintains the equipment and tools inventory control system to insure that all equipment and tools are accounted for**
- Completes assessments of tools and makes recommendations on replacing or reconditioning equipment and tools
 - Tags all controllable assets
 - Maintains the inventory control data records system and documents the value, location and status of program property
 - Prepares surplus forms and ensures equipment and tools inspection reports are completed before any items are surplussed
 - Ensures lock-out and tag-out procedures are in place before items are surplussed
- 5. Administers purchasing, shipping and receiving for campus equipment and tools**
- Determines equipment, tools, supplies and other items to be purchased
 - Locates suppliers and orders equipment, parts and/or supplies
 - Issues and processes purchase orders for equipment and tools and coordinates all returned goods and credits to supplies
 - Receives all equipment, tools and other goods received
 - Inspects new equipment and tools prior to acceptance from the dealer
 - Checks coding and matches invoices to purchase orders and forwards the documentations to the accounts payable
 - Data-enters orders using Microsoft software systems for all materials required for programs
 - Ensures equipment and tools are properly prepared for shipping
- 6. Ensures Thebacha Campus vehicle fleet is properly maintained and meets operational and safety standards**
- Maintains a maintenance log book for all service performed on fleet vehicles
 - Schedules and delivers vehicles to appropriate vendor for maintenance service
 - Ensures vehicles are filled with appropriate fluids – oil/gas/windshield wiper fluid on a daily basis, if low, fills them
 - Ensures vehicles will start on a daily basis
 - Responsible for interior and exterior cleaning on as and when needed basis
 - Ensures cold weather care is adhered to; block heaters are plugged in daily, snow is removed from vehicles
 - Responsible for maintaining and signing out of emergency cold weather kits
 - Responsible for providing keys to staff who sign vehicles out via Sharepoint calendar system

7. Ensures Thebacha Campus key control system is properly maintained and meets operational and safety standards

- Responsible for maintaining the key control security system for all buildings, classrooms, and student residences for Thebacha Campus
- Provides key cutting services as required by Director, Thebacha Campus

8. Completes other related duties as required

- Ensures proper handling and disposal of waste i.e. used oil, sawdust
- Travels to all Community Learning Centres in the Deh Cho and South Slave to review maintenance issues
- Performs other related duties as required

WORKING CONDITIONS

Physical Demands

There are significant physical demands associated with this position. The incumbent completes minor repairs, often in awkward positions and in inclement weather. He/she must handle goods and equipment on a regular basis. Many of the goods and equipment are heavy and put significant physical strain on the incumbent. The incumbent is expected to travel between various College locations on a regular basis.

Environmental Conditions

The incumbent must work in a noisy (i.e. operating vehicles/equipment), open (i.e. garage) area. The incumbent is exposed to hazardous and noxious materials and must demonstrate a great deal of safety awareness and general awareness of his/her environment. He/she will have to work outdoors in inclement and cold weather conditions on a regular basis.

Sensory Demands

The incumbent works in a noisy (i.e. operating vehicles/equipment) and often dusty area, which can affect many senses including oratory.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of equipment maintenance systems and processes and preventative maintenance programs
- Knowledge of Occupational Health and Safety Act and Regulations
- Knowledge of inventory control systems and processes and part ordering methods
- Knowledge of purchasing and invoicing procedures.
- Knowledge of minor maintenance repairs i.e. Journeyman certification in a related trade
- Knowledge and ability to cut a variety of keys, re-pin lock sets, and manage a

- computerized key management system
- Knowledge of shipping and receiving policies and procedures
- Knowledge of lock out and tag out policies and procedures
- Knowledge of computer systems and all associated software i.e. Microsoft office product, computerized Maintenance Management System.
- Good verbal and written communications skills
- Strong ability in planning, forecasting, problem solving, organizing and time management

Typically, the above qualifications would be attained by:

- Journeyman certification as a Parts Technician, Materials Technician or one in one of the trades taught at the College.
- Two years experience in inventory, parts maintenance and inventory control
- Completing a Locksmith course

Assets

- Qualified in handling of substances classified in Workplace hazardous Material Information Systems (WHIMIS)
- Qualified to transport substances under the Transport of Dangerous Goods (TDG)

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ **Position of Trust – criminal records check required**
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred