

The University of Winnipeg

Classification Specification

Date: January 18, 2024

Classification: Fleet Service Coordinator / Technician

Unit: IUOE

Primary Responsibilities:

- Determines appropriate maintenance and repairs on all vehicle components that include, but are not limited to: brakes, engine components, transmissions, suspension components, steering components, coolant systems, air conditioners, lifts, fuel systems, exhaust systems and vehicle electrical systems, and other components on gasoline, diesel and battery powered engines.
- Performing routine services and safety inspections for the University Fleet, which is made up of on-road vehicles, off-road mobile equipment, trailers and various mechanized equipment (e.g. Tractors, mowers, snow blowers, cultivators, gas weed eaters, and person lift).
- Performs roadside assistance as needed.
- Accurately diagnoses the issue while using required safety procedures.
- Receives, reads, interprets documents and closes work orders.
- Purchasing services from reliable, reputable companies for any repair work which the Facilities Fleet Office is not equipped to service.
- Organizing and scheduling of vehicle, off-road equipment and trailer maintenance/repairs through contact with campus vehicle users.
- Ensuring that vehicle records are properly maintained according to processes, policies and procedures of the Facilities department, following University guidelines.
- Coordinates with various University department regarding bodywork and estimates on vehicle accidents.
- Cooperating and coordinating work with other Facilities Management units and departments.
- Operates, maintains, diagnoses problems and repairs mechanized equipment (e.g. Tractors, mowers, snow blowers, cultivators, gas weed eaters, and person lifts).
- In winter months is responsible for organizing, assigning work and training sufficient numbers of staff for mechanized snow removal prior to arrival of staff and students.
- Performs snow removal duties, as required.
- Performs other repairs, maintenance and related duties as required or assigned.

Education and Experience:

- Completion of high school or an acceptable equivalent.
- Must have Three years of directly related experience and working knowledge of gas and diesel engines; various mechanical, electrical, pneumatic, hydraulic, basic mechanical/electrical diagnostic techniques and procedures; and industry standard preventive maintenance and inspection methods.
- Persons responsible for Mechanized Equipment must have Small Engine Repair Certificate

Skills and Abilities:

- Must be able to follow written and verbal instructions in English with the ability to follow instructions and communicate effectively to foster cooperation among staff, students, and the public.
- Ability to operate and handle the necessary equipment efficiently.
- Detail-oriented with a strong commitment to sustainable practices and customer service excellence.
- Excellent time management and the capacity to meet deadlines consistently.
- Analytical and problem-solving skills, coupled with the ability to prioritize tasks and report on progress.
- Adaptability to work in a high-paced and sometimes stressful environment.
- Knowledge of Microsoft Office Suite and familiarity with Facility Maintenance Programs are required.

Physical Requirements:

- Must be physically capable of performing duties which may include lifting/transporting items (up to 50lbs), crouching, kneeling, reaching, walking, and standing
- Must be able to access and be comfortable with working in a variety of conditions to include confined spaces, heights, dusty locations, freezing or hot conditions
- Must be capable of performing the duties as assigned