

## Reports To: Operations Manager

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### Position Summary

The Service Mechanic is fully competent in maintaining company generators, coordinates a maintenance schedule for oil changes, hourly service repair, as well as servicing equipment on an on call basis making sure all documentation for equipment is in order. The position is based out of our Grande Prairie operations headquarters.

### Safety Sensitive Position

Yes, this role is subject to drug and alcohol testing as required by the Company. Please refer to our Drug and Alcohol Free Workplace Policy for more details.

### Role & Responsibilities

(It is not the intent of this job description to specify all duties associated with the position, but to give a general understanding of the primary roles and responsibilities.)

- Thoroughly completes and submits Service Check list accurate and timely, within 24 hours of job completion;
- Maintain a maintenance schedule for all generators;
- Schedule oil changes every 336 hours, drive to location and performs work;
- Perform hourly scheduled maintenance as per manufacture;
- Ability to troubleshoot and problem solve all generator issues that may arise;
- Operates Company vehicles in a responsible manner and conducts pre and post truck inspections and submits completed reports in a timely manner;
- Manage field receipts and expenses for projects/jobs and submit in a timely manner
- Responsible for truck maintenance as directed;
- Be on call 24-7 for any emergency call outs;
- Ensure all customer documentation is accurate, complete and signed off;
- Responsible for ensuring a strong customer focus and service and maintaining strong client relationships;
- Making sure service truck is stocked with parts at all times;
- Maintains and tracks assigned Company tools.

### Qualifications

#### Education

- High School Diploma
- 4<sup>th</sup> year or Journeyman heavy duty mechanic certificate required
- Will consider mechanics with applicable experience
- Must possess a active and valid Class 5 driver's license, accompanied with a drivers abstract

#### Skills

- Quick learner that demonstrates initiative and is a self starter
- Ability to work in a fast paced work environment
- Strong communication skills, both verbal and written
- Possess strong mechanical knowledge
- Strong problem solving skills

**Work Environment**

Based in a shop environment, with regular travel to remote camp and rig locations to service equipment in Alberta and BC will be required

**Travel Required**

Will be required to travel to remote site locations on a regular basis

**Health & Safety Responsibilities**

- Work in accordance with all legislated obligations
- Work safely, and report all unsafe or unhealthy conditions
- Be certain that the work assignments/activity does not create a condition that could be injurious to themselves or others
- Become familiar with and abide by the rules, regulations and guidelines
- Follow the safety instructions of their supervisor and/or work procedures
- Report all injuries, incidents or workplace illnesses to the immediate supervisor as soon as possible and co-operate with any investigation made to determine cause and future preventative measures
- Co-operate with the employer in the implantation of an early and safe return to work program

**Apply**

- [Careers@filterboxx.com](mailto:Careers@filterboxx.com)