



June 15, 2017

**POSITION: Truck Bay Technician**

**LOCATION: Ottawa**

**SHIFT: Flexible 8 Hour shift (7 am to 6 pm)**

**REPORTING TO: Anne Ladouceur, Operations Manager**

**FUNCTION:**

Completes repairs and rebuilds on engine products in a service workshop under supervision.

**DUTIES:**

- ❑ Provide technical support to the Service Department: service, adjust and perform maintenance procedures
- ❑ Trouble shoot, diagnose, disassemble, inspect, clean, repair and assemble Cummins engines as per guidelines
- ❑ Accurately record all information and reports required by the CEC recording process
- ❑ Applies documented procedures and policies to complete basic repairs and schedule maintenance, including preparing required parts and tools
- ❑ Disassemble and clean engines and /or engine components
- ❑ Assists with completion required documentation, such as work completed documentation, time sheets, warranty claims and quality forms, via handwritten forms or business system input screens
- ❑ Completes training in line with skill and business requirements
- ❑ Maintains work area and tools for cleanliness and proper operation
- ❑ Ensure adherence to all relevant Health, Safety & Environmental policies, procedures and legislation and reports any issues / incidents to their supervisor
- ❑ Other related duties as required

**SKILLS/COMPETENCIES:**

- ❑ Must have a valid Truck & Coach / Automotive Technician Certification (or as required per province)
- ❑ Experience: Cummins experience an asset
- ❑ Valid driver license as required
- ❑ Meet minimum tool requirements
- ❑ Capable of external engine mechanical repair and maintenance with minimal supervision – practical exposure to working on diesel engines
- ❑ Awareness of Quick Serve Process
- ❑ Able to clearly communicate both orally and in writing
- ❑ Able to understand written instructions
- ❑ Able to understand diagnostic tools
- ❑ Ability to work safely and identify safety risks, including completion of any requires safety training and the Job Safety Assessment process
- ❑ Can resolve basic technical problems
- ❑ Able to work within quality standards
- ❑ Capable of developing effective working relationships
- ❑ Ability to use general numerical principles

- ❑ Awareness and ability to access Cummins service support tools (such as Quick Serve On Line) and understanding of Microsoft Software
- ❑ Able to prepare required documentation to the standard required
- ❑ Ability to accurately troubleshoot problems on Cummins products and perform repairs as per Cummins' specifications
- ❑ Ability to service, adjust and perform maintenance and repair procedures on mechanical and electronic engines
- ❑ Bilingual (French/English) an asset
- ❑ Customer service focus, maintain professional image (self and workplace)
- ❑ Flexibility in hours

**ESSENTIAL JOB FUNCTIONS:**

- ❑ Stand and walk for extended periods of time
- ❑ Climbing, Grasping objects
- ❑ Bend and lift loads up to 50lbs
- ❑ Environmental exposure to extreme temperatures (outdoors)

If you have any questions or are interested in the above position please contact Laurie Roy  
[laurie.roy@cummins.com](mailto:laurie.roy@cummins.com) June 22, 2017

***We are an Equal Opportunity Employer.***