



**S I M S O N
M A X W E L L**

Field Service Technician Job Description & Responsibilities

Simson-Maxwell was established in 1941 and is a leading name in the distribution of industrial engines, and the manufacture, sales and service of standby and prime power generator set systems. Simson-Maxwell is internationally recognized in the power generation industry for its expertise in the custom design, engineering, sales and service of quality power generation sets and electrical control equipment under the Simmax brand name. See www.simson-maxwell.com for additional information.

POSITION OVERVIEW:

The Technician is required to perform skilled tasks in the mechanical and electrical repair and maintenance of diesel-powered equipment in power generation, construction, ground support, mining, generating, welding, pump sets, and material handling.

TERMS:

- Permanent, Full-Time, Salaried
- Monday – Thursday 8:00am – 4:30pm, Friday 8:00 am – 2:30 pm - 1/2hr lunch break,
- Vacation entitlement: In accordance with Simson-Maxwell’s “Human Resources Policies & Procedures.” (Vacation time cannot be taken during probationary period.)
- Upon successful completion of probation, group benefits are offered. (Non-eligible for group benefits during probationary period.)

RELATIONSHIPS:

The Field Service Technician of Simson-Maxwell will develop and maintain good business and/or working relationships with the following:

- Customers and prospective customers
- Suppliers and sub-contractors
- Product Support Team Members
- Sales Representative(s)

More specifically:

SUPERVISOR:	Service Branch Manager – Terrace
INTERNAL CUSTOMER(S):	Head Office, Sales Team and other Simson-Maxwell Branches
INTERNAL SUPPLIER(S):	Materials Team, Production Team, Branch Administration
EXTERNAL CUSTOMER(S):	Simson Maxwell customers, General public
EXTERNAL SUPPLIER(S):	Suppliers, Sub-contractors



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SAFETY

The Service/PM Maintenance Technician is responsible for consistent adherence to the requirements of the “Workers Compensation Act” and “Occupational Health and Safety Regulation

PRIMARY RESPONSIBILITIES:

SERVICE/PREVENTATIVE MAINTENANCE TECHNICIAN

Job Duties

- Inspect, repair, service and adjust diesel and gas/gaseous powered units
- Repair, replace and adjust any mechanical components as required or directed
- Adhere to workplace safety policies, regulations and compliances
- Communicate any unsafe conditions or accidents/injuries in a timely manner to the supervisor in order to facilitate prompt correction or reporting
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Diagnose defects and failures in engines, generators and controls
- Perform mechanical repairs on equipment with-in published time given in the appropriate rate guide
- Perform work in the shop and field as required
- Overnight stays in camps or on-site field accommodation when required
- Take part in all required training and up grading
- Installation of new and added-on equipment
- Electrical troubleshooting and diagnostics
- Accurate completion of service reports and time cards
- Repair cooling, and lubrication systems
- Install and align engines and machinery
- Test repaired equipment for proper performance
- Clean, lubricate and perform other maintenance work
- Keep detailed and accurate maintenance reports and documentation
- Maintain a working knowledge of changes in technology and repair techniques
- Other mechanical repair work as required



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ACKNOWLEDGEMENT:

I have read, understood, and accept the responsibilities and accountabilities related to this job description.

Employee's Signature

Employee's Printed Name

Date Signed

Manager's Signature

Manager's Printed Name

Date Signed