



Equipment Standards Consultant

Occupational Family/Code – Program Consultation: CES

Profile created: 2001 10

Profile updated: 2006 11

Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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Equipment Standards Consultants provide overall fleet management expertise for the Ministry. While an understanding of general fleet management is required for all positions, each position requires a different field of expertise such as specifications and procurement of equipment; analysis of fleet trends including equipment repair, operating costs and inventory levels and monitoring rental rates for ministry owned equipment; or principles and practices related to preventative maintenance programs.

Senior level consultants occasionally facilitate discussions and meetings and deliver information sessions on topics such as equipment repair, maintenance and workplace safety. The consultant will introduce and demonstrate the use of new tools and maintenance of equipment and will analyze equipment efficiencies and deficiencies and make recommendations to improve upon deficiencies.

They will have a Class 5 driver's license with the ability to upgrade to 1A license.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of relevant legislation, regulations, acts, agreements, policies and procedures. **(Learn/Bring)**
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Theories/Principles

- Knowledge of relevant ministry programs, operations and services, working conditions, client needs and expectations. **(Learn/Bring)**
 - Knowledge of theories, principles and safe practices related to equipment operation performance, limitations, servicing, maintenance and adjustments. **(Bring)**
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Technical

- Knowledge of mechanical repairs associated with highway construction and maintenance equipment. **(Bring)**
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Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/ developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to facilitate training sessions, discussions and meetings, deliver presentations and promote programs and share information. **(Learn/Bring)**

Personal attributes which may link with this skill statement include: professionalism, creative, informative...

- Ability to verbally and in writing provide clear, concise and accurate information in a manner appropriate to the audience. **(Bring)**

Personal attributes which may link with this skill statement include: assertive, service oriented, courteous...

- Ability to actively listen to, acknowledge concerns, provide explanations and/or options to diffuse or resolve difficult situations with people in a calm and courteous manner. **(Bring)**

Personal attributes which may link with this skill statement include: service oriented, open minded, personable...

Leadership

- Ability to guide and coach clients and colleagues to build a mutually trusting work relationship. **(Bring)**

Personal attributes which may link with this skill statement include: diplomatic, sensitive...

Problem Solving

- Ability to accurately apply and reinforce relevant and applicable acts, regulations, policies and procedures. **(Bring)**

Personal attributes which may link with this skill statement include: flexible, fair...



- Ability to collect and analyze relevant data for training purposes and presentations. **(Bring)**

Personal attributes which may link with this skill statement include: resourceful...

- Ability to interact diplomatically to determine or mediate a solution when encountering difficult or confrontational clients. **(Bring)**

Personal attributes which may link with this skill statement include: sensitive, innovative, calm...

Interpersonal

- Ability to actively listen to clients who may be hostile, angry, rude, confused or frustrated to diffuse potentially dangerous or threatening situations. **(Bring)**

Personal attributes which may link with this skill statement include: calm, sincere, polite...

- Ability to develop and maintain open and honest working relationships with clients and colleagues to accomplish objectives. **(Bring)**

Personal attributes which may link with this skill statement include: tactful, professional, discrete...

- Ability to influence and promote positive behavior to meet the goals and objectives of the organization. **(Bring)**

Personal attributes which may link with this skill statement include: open minded, approachable, patient...

Organizational

- Ability to independently establish and adjust you own (or others workload) taking into consideration changing priorities, tight deadlines, multiple reporting relationships and constant interruptions. **(Bring)**

Personal attributes which may link with this skill statement include: flexible, accountable, creative...



- Ability to gather resources and information to develop presentations. **(Bring)**

Personal attributes which may link with this skill statement include: resourceful, innovative...

- Ability to accurately record and maintain records and dates to complete work objectives. **(Bring)**

Personal attributes which may link with this skill statement include: flexible, attention to detail...

Analytical

- Ability to analyze relevant trends and issues, identify options and solutions to meet ministry goals and address client needs in a timely manner. **(Learn/Bring)**

Personal attributes which may link with this skill statement include: objective, resourceful, open-minded...

- Ability to accurately assess the condition of equipment, components and systems to maintain working order or achieve optimum efficiency. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: reliable, creative, attention to detail...

Technical

- Ability to accurately input, edit, update, retrieve, format and transmit data, create queries, reports and documents using word processing databases, spreadsheets, communications, and other software packages in timely manner. **(Learn/Bring)**

Personal attributes which may link with this skill statement include: service oriented, attention to detail...

- Ability to accurately perform mathematical calculations. **(Learn/Bring)**

Personal attributes which may link with this skill statement include: attention to detail...



- Ability to accurately file, retrieve and maintain hard copy and electronic files in a timely manner. **(Learn/Bring)**

Personal attributes which may link with this skill statement include: attention to detail...

Safety/Stress/Security

- Ability to accurately access and respond immediately to potentially threatening situations to ensure safety of self and clients. **(Bring)**

Personal attributes which may link with this skill statement include: calm, discreet, professional...

- Ability to recognize symptoms of stress in self and others and take steps to minimize its impact to help ensure good health and well being. **(Learn/Bring)**

Personal attributes which may link with this skill statement include: calm, discreet, professional...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioral examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for the Equipment Standards Consultant include:

To Be...

- acceptable of change
- innovative
- co-operative
- service oriented
- calm
- professional
- flexible
- sincere
- open-minded
- tactful
- discreet
- resourceful
- creative
- reliable
- personable
- fair
- objective
- understanding
- informative
- patient
- accountable
- approachable
- polite
- courteous
- attention to detail
- diplomatic
- sensitive

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