



Overhead Door Technician

DEFINITION

This is moderately complex sub-journeyman level work performing installation, maintenance, and repairs of overhead door systems.

Work of this class requires the incumbent to perform predictive and preventive maintenance and to troubleshoot system failures and ensure that the overhead door systems perform to mechanical expectation. Work is done under general supervision and is generally performed independently with considerable latitude for determining specific work methods. Problems of a major nature are referred to a supervisor. Assignments are received orally or written in the form of work orders from a supervisor who inspects the results to ensure they meet with established standards.

TYPICAL DUTIES *

Perform preventative maintenance, visual safety checks, minor repairs or major overhauls specific to overhead door malfunctioning components, including springs, cables, rollers, hinges, tracks, motors, to ensure proper door operation

Conduct routine inspections on overhead doors; look for signs of wear, damage, or misalignment that could affect the door's operation or pose a safety risk.

Troubleshoot electrical systems, including switches, sensors, to diagnose and resolve wiring issues and motor malfunctions

Adjust and align doors to ensure they are balanced, level, and open/close smoothly

Install new overhead doors, including the assembly of tracks, panels, and hardware

Respond to service calls and work orders promptly, and prioritizing urgent repairs to other overhead door technicians to minimize downtime for clients

Accurately maintain records, notes and attachments as to repairs performed, parts used in SAP

Provide guidance and recommendations to other overhead door techs on proper maintenance practices and door usage to extend the lifespan

Collaborate with team members and communicate effectively with foreperson regarding work progress, potential issues and customer needs

Acts as a subject matter expert to liaise with the contract inspector group and foreperson.
Prepare material orders; checks stock and keeps records of all materials utilized.



Overhead Door Technician

Provide oversight for estimates of work, including; time, material costs, travel, etc.

Troubleshoot and repair and replacement of electronic control circuitry and components

Reverse mechanism testing on breaks and belts to ensure doors reversal mechanisms are properly reacting when in contact with objects

Testing emergency release function of the doors, verifying doors can be opened manually without difficulty

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of methods, materials, tools and general equipment used in the building and mechanical trades pertaining to work assignments.

Ability to understand and carry out verbal and written instructions and to read plans and sketches.

Skill and knowledge involved in the use and care of tools, equipment and materials required to perform assignments.

Knowledge of the safety precautions to be utilized in working with the various trades involved, ability to assign work to other workers and supervise them accordingly.

Ability to utilize software for the completion of reports, records, etc.

Ability to prioritize tasks and ensure all tasks are completed per work plan

Ability to work independently with minimal supervision as well as in a team environment where work responsibilities depend on team cooperation/collaboration

Extensive knowledge of OH&S legislation, Enviso and WHMIS

TRAINING AND EXPERIENCE REQUIREMENTS

Salary Plan	<u>10M</u>	10A	<u>10B</u>	<u>10C</u>
Job Code	3469			
Grade				

Originated: January 2024
Last Updated:
Previous Updates:



Overhead Door Technician

Job Level

Completion of the tenth school grade; three years experience or training in building and mechanical maintenance repair work; or equivalent combination of training and experience;

Certification in Overhead Door Technician - Level 1.

Successful completion and verification of Canadian Door Institution Level 2 course or equivalent (certificate issued after Jan 1/15).

Possession of a valid Class 5 Alberta Motor Vehicle Operator's license and ability to obtain and retain a City driver's permit.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

_____ACTIVE

Salary Plan	<u>10M</u>	10A	<u>10B</u>	<u>10C</u>
Job Code	3469			
Grade				

Originated: January 2024
Last Updated:
Previous Updates: