



School District #54 (Bulkley Valley)

JOB DESCRIPTION

TRANSPORTATION – MECHANIC - CERTIFIED

Location: District Bus Garage - District

SUMMARY:

Reporting to the Transportation Supervisor, the Mechanic, using District vehicles, equipment and tools, provides mechanical services, repairs and maintenance to all District vehicles.

DUTIES

- Repairs and maintains gas, natural gas and diesel powered school buses, District vehicles and equipment in accordance with the Motor Vehicle Act and the Commercial Vehicle Inspection Program
- Reads and interprets manuals, determines material and labour requirements, schedules work and reports on work in progress
- Assists with welding, metal fabricating and repairs to District vehicles
- Communicates with Bus Drivers regarding bus repairs and maintenance
- Maintains accurate records and requisitions parts and supplies as necessary
- Makes recommendations with respect to the condition of District vehicles and equipment
- Loads and unloads vehicles; transports materials and equipment as required
- Assists in the cleanliness of the shop, work areas and grounds
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the timely resolution of general maintenance requirements (e.g. drive buses on occasion, snow removal, temporary structures removal and set-up, etc.)
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Valid BC Trade Certification as an Automotive or Heavy Duty Mechanic
- Commercial Vehicle Inspection Certification
- Valid Class II Drivers License with Air Endorsement
- 4 years of experience as a Mechanic with specific background in medium, heavy duty truck and school buses
- Thorough and current knowledge of the standards, practices, regulations, methods, tools and equipment of the trade
- Provides the basic hand tools common to this trade
- Welding experience
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical capability to perform the job duties including working in inclement weather conditions

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer