

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

TRANSPORTATION –MECHANIC - TQ

Rate of Pay: **Band # 15**

Location: **District Bus Garages**

SUMMARY

- Provides mechanical services, repairs and maintains school buses and all District vehicles and equipment.

DUTIES & RESPONSIBILITIES

- repairs, services, and maintains gas and propane powered schools buses, District vehicles, and equipment, including the use of diagnostic testing equipment in accordance with the Motor Vehicle Act, the Commercial Vehicle Inspection Program and School District Policy, Regulations and guidelines
- reads and interprets manuals, determines material and labour requirements and reports on work in progress
- assists with district welding, metal fabricating and repairs to district vehicles
- schedules repairs for district buses and vehicles
- communicates with bus drivers regarding bus repairs and maintenance
- maintains accurate records
- orders parts and supplies as necessary
- inspects and makes recommendations for the purchase or disposal of District vehicles and equipment
- loads and unloads vehicles; transports materials and equipment as required
- operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools
- provides the basic hand tools common to this trade
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard
- may be required to assist in other areas of the District Maintenance program

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- valid BC Trade Certification in Commercial Vehicle Transport or Heavy Duty Mechanic
- Propane Certification and Commercial Vehicle Inspection Certification
- B.C. Driver's License – class 5 with an exemplary driving record as demonstrated by a current driver's abstract

EXPERIENCE

- four years of experience as mechanic's helper with specific background in medium, heavy duty truck and school buses
- inclusive of a minimum of three years of experience working with propane powered vehicles
- basic welding experience
- WHMIS 2015 Certificate and familiarity with Work Safe BC safety procedures

SKILLS & ABILITIES

- thorough & current knowledge of the standards, practices, regulations, methods, tools & equipment of the trade
- physical capability to perform the job duties including working in inclement weather conditions
- understanding of the Motor Vehicle Act and the Commercial Vehicle Inspection Standards
- ability to communicate effectively using courtesy, tact and discretion in dealing with requests, complaints and clarification of information
- ability to use judgment to interpret, analyze and modify methods and procedures
- basic ability to use computers